

Application Procedure for Dissertation/Thesis Review

Apply to have your dissertation/thesis reviewed according to the Guidelines for Dissertation/Thesis Review (in Japanese) and the following instructions.

The Guidelines for Dissertation/Thesis Review and associated forms can be downloaded from the website of the Graduate School of Agriculture.

* <https://www.omu.ac.jp/agri/graduate/deg/>

Doctoral dissertation

Please obtain your supervisor's approval before applying for a dissertation review.

[Application procedure]

➤ Application documents

(i) Application for Doctoral Degree (Format 1)	1 copy
(ii) Dissertation (book form)	3 copies
(iii) Electronic file of the dissertation and its abstract	1 copy
(iv) Dissertation abstract	30 copies
(v) Dissertation bibliography (Format 2)	1 copy
(vi) Personal history (C.V.) (Format 3)	1 copy
(vii) Applicant profile (Format 4)	1 copy
(viii) Permission letter (Format 5)	1 copy
(ix) Application Form for Registration of Dissertation on the OMU Education and Research Archives	1 copy

➤ Submit the documents to
Academic Affairs Division (for Graduate School of Agriculture)

➤ Submission deadline

For completion in March	January 10 (If the submission deadline falls on a Saturday or Sunday, the application must be submitted by the Friday prior to the deadline date.)
For completion in September	July 10 (If the submission deadline falls on a Saturday or Sunday, the application must be submitted by the Friday prior to the deadline date.)
Other than March and September completion	Please contact Academic Affairs Division (for Graduate School of Agriculture).

➤ Flow of dissertation review for March and September completion

a) For March completion: January 10 b) For September completion: July 10	Application submission
a) Late January b) Late July	Meeting of Graduate School of Agriculture (to assign review committee members and set a date for the dissertation defense)
a) Early February b) Late July to early August	Dissertation defense and final examination (Final examination is held either oral or written examination based on the dissertation and related subjects.)
Immediately after dissertation defense	Review meeting (Review committee members and professors of the department which the applicant belongs to discuss the result at the meeting.)
a) Late February b) Late August	Council meeting of Graduate School of Agriculture (Final judgement to award the degree)
a) Late March b) Late September	Degree awarding ceremony

* For details of the above schedule or of the schedule of completion on dates other than March and September, please contact Academic Affairs Division (for Graduate School of Agriculture).

Master's thesis

Please obtain your supervisor's approval before applying for a thesis review.

[Application procedure]

➤ Application documents

(i) Application for Master's Degree (Format 1-1)	1 copy
(ii) Title of Master's thesis (Format 8)	1 copy
(iii) Thesis	Original and copies (*)
(iv) Thesis abstract	Original and copies (*)

(*) Please check with your supervisor for details.

➤ Submit the documents to

Documents (i) and (ii) :	Academic Affairs Division (for Graduate School of Agriculture)
Documents (iii) and (iv) :	Supervisor

➤ Submission deadline

For completion in March	January 31 (If the submission deadline falls on a Saturday or Sunday, the application must be submitted by the Friday prior to the deadline date.)
For completion in September	July 31 (If the submission deadline falls on a Saturday or Sunday, the application must be submitted by the Friday prior to the deadline date.)

➤ Flow of thesis review for March and September completion

a) For March completion: January 31 b) For September completion: July 31	Application submission
a) Early February b) Early August	Meeting of Graduate School of Agriculture (to assign review committee members and set a date for the thesis defense)
a) Mid-February b) Early to Mid-August	Thesis defense and final examination (Final examination is held either oral or written examination based on the dissertation and related subjects.)
Immediately after thesis defense	Review meeting (Review committee members and professors of the department which the applicant belongs to discuss the result at the meeting.)
a) Early March b) Late August	Council meeting of Graduate School of Agriculture (Final judgement to award the degree)
a) Late March b) Late September	Degree awarding ceremony

* For schedule of completion on dates other than March and September, please contact Academic Affairs Division (for Graduate School of Agriculture).

学位授与申請書

Application for Doctoral Degree

_____年__月__日

YYYY / MM / DD

大阪公立大学長 様

To: President of Osaka Metropolitan University

大学院農学研究科/専攻

Graduate School of Agriculture

Department of Agricultural Biology/
Applied Biological Chemistry/
Environmental Sciences
and Technology

氏名

Applicant's name ○○○○, ○○○

(Family name) (Given name)

大阪公立大学学位規程第5条第2項の規定により
博士（農学）の学位の授与を申請します。

I hereby apply for the Doctoral Degree in Agriculture in accordance
with the stipulation of Article 5-2 of Osaka Metropolitan University
rules for awarding academic degrees.

(注意)

1. (英文の場合) 学位論文の要旨は、1500語以内とすること。

Note: Document to be submitted

1. ONE copy of the abstract within 1,500 words in English.

学位授与申請書

Application for Doctoral Degree

_____年____月____日

YYYY / MM / DD

大阪公立大学長 様

To: President of Osaka Metropolitan University

大学院農学研究科/専攻

Graduate School of Agriculture

Department of

{ Agricultural Biology/
Applied Biological Chemistry/
Environmental Sciences
and Technology

氏名

Applicant's name _____

(Family name) (Given name)

大阪公立大学学位規程第 5 条第 3 項の規定により
博士（農学）の学位の授与を申請します。

I hereby apply for the Doctoral Degree in Agriculture in accordance
with the stipulation of Article 5-3 of Osaka Metropolitan University
rules for awarding academic degrees.

(注意)

1. (英文の場合) 学位論文の要旨は、1500 語以内とすること。
2. 単位修得証明書は、1 通提出すること。

Notes: Documents to be submitted

1. ONE copy of the abstract within 1,500 words in English.
2. ONE copy of transcript of credits.

学位授与申請書

Application for Doctoral Degree

_____年__月__日

YYYY / MM / DD

大阪公立大学長 様

To: President of Osaka Metropolitan University

氏 名

Applicant's name _____

(Family name) (Given name)

大阪公立大学学位規程第 5 条第 4 項の規定により
博士（農学）の学位の授与を申請します。

I hereby apply for the Doctoral Degree in Agriculture in accordance
with the stipulation of Article 5-4 of Osaka Metropolitan University
rules for awarding academic degrees.

(注意)

1. (英文の場合) 学位論文の要旨は、1500 語以内とすること。

Note: Document to be submitted

1. ONE copy of the abstract within 1,500 words in English.

論文目録

Dissertation bibliography

年 月 日
YYYY / MM / DD

大阪公立大学長 様

To: President of Osaka Metropolitan University

氏 名

Applicant's name _____

(Family name) (Given name)

学位論文 Doctoral Dissertation

1. 題 目 Study of ○○○×××
Title (○○○×××に関する研究)

Title in English must be accompanied by Japanese translation in parentheses.

2. 公表の方法 論文審査終了後、1年以内に大阪公立
及び時期 ジトリの利用により公表予定
Method and date After completion of the review, this will be registered
of publication and published on the OMU Education and Research
Archives within one year

3. 冊 数 3冊
Number of copies THREE

参考論文 Reference paper(s)

1. 題 目
Title
2. 公表の方法
及び時期
Method and date
of publication
3. 冊 数
Number of copies

Leave these columns blank if you don't have any.

(注意)

1. 学位論文の題目が外国語の場合は、和訳文を付記すること。
2. 参考論文が2種類以上あるときは、列記すること。
3. 学位論文が公表されていない場合は、その予定を記載すること。

Notes:

1. Title written in a foreign language must be accompanied by Japanese translation.
2. List all the reference papers.
3. If the dissertation has not been published yet, please indicate the schedule (or the expected date of publication).

様式第 3 号

Format 3

履 歴 書 Personal History			
氏 名 Name	○○○○, ○○○ (Family name) (Given name)		男・女 male female
生年月日 Date of Birth	年 月 日生 YYYY / MM / DD		(満 才) Age
本 籍 Registered domicile	都道府県 (外国人においては国籍) (country of citizenship)		
現住所 Present Address	〒		電話 TEL
年 YYYY	月 MM	日 DD	学 歴 Academic History
19XX	06	30	Graduated from ○○○○ High School, USA
19XX	08	01	Entered University of ××××, USA (undergraduate)
20XX	06	30	Graduated from University of ××××, USA (undergraduate)
20XX	04	01	Entered Graduate School of Life and Environmental Sciences, Osaka Prefecture University (Master's course)
20XX	03	31	Graduated from Graduate School of Life and Environmental Sciences, Osaka Prefecture University (Master's course)
20XX	04	01	Entered Graduate School of Agriculture, Osaka Metropolitan University (Doctoral course)
20XX	03	31	Expect to graduate from Graduate School of Agriculture, Osaka Metropolitan University (Doctoral course)
年 YYYY	月 MM	日 DD	職 歴 Employment History
20XX	09	01	Researcher, Institute of △△
20XX	06	30	Left job at Institute of △△

年 YYYY	月 MM	日 DD	研 究 歴 Research History
20XX	09	01	Research work as a Researcher at Institute of △△
20XX	06	30	Left job at Institute of △△
年 YYYY	月 MM	日 DD	賞 罰 Awards & Honors
20XX	10	31	The President award of Osaka Metropolitan University

上記のとおり相違ありません。

I hereby certify that all information provided above is true and correct.

年 月 日

Date: YYYY / MM / DD

氏 名

Applicant's name

○○○○, ○○○

(Family name) (Given name)

学位授与申請者紹介 Applicant Profile

農学研究科 Graduate School of Agriculture

ふりがな 氏名 Name 生年月日 Date of Birth	○○○○, ○○○ (Family name) (Given name)		性別 sex	男・女 male・female
本籍 (国籍) Registered domicile (country of citizenship)		現住所 Present Address		
該当規程 Applicable Rule	本学学位規程第 条第 項による 博士(農学) Doctoral degree in Agriculture in accordance with the stipulation of Article { 5-2 5-3 5-4 } of Osaka Metropolitan University rules for awarding academic degrees.			
論文題目 Title of Doctoral Dissertation	Study of ○○○××× (○○○×××に関する研究)		Title in English must be accompanied by Japanese translation in parentheses.	
学歴 Academic History	19XX/06/30 Graduated from ○○○○ High School, USA 19XX/08/01 Entered University of ××××, USA (undergraduate) 20XX/06/30 Graduated from University of ××××, USA (undergraduate) 20XX/04/01 Entered Graduate School of Life and Environmental Sciences, Osaka Prefecture University (Master's course) 20XX/03/31 Graduated from Graduate School of Life and Environmental Sciences, Osaka Prefecture University (Master's course) 20XX/04/01 Entered Graduate School of Agriculture, Osaka Metropolitan University (Doctoral course) 20XX/03/31 Expect to graduate from Graduate School of Agriculture, Osaka Metropolitan University (Doctoral course)			
職歴 Employment History	20XX/09/01 Researcher, Institute of △△ 20XX/06/30 Left job at Institute of △△			
備考 Remarks	List of publications attached			

注：発表論文は、別紙に著者名、論文名、掲載誌名および発表年月を年代順に記載するのが望ましい。

Note: Attachment to be submitted

List of published papers with names of authors, title, journal, month and year of publication, etc.
(in chronological order)

(Sample of Attachment)

List of Publications

Related Publications

1. **Taro Koudai**, Hanako Kouritsu, and Ichiro Osaka. J. Life Environ. Sci. (2024) 123, 12345-12355.
2. Hanako Kouritsu and **Taro Koudai**. J. Life Environ. Sci. (2022) 121, 13456-13466.

Other Publications

1.
2.

* Confirm the format of the list of publications with your supervisor. The list above is just one example.

(留意事項等) . . . 専攻で必ずご確認ください。

- (1) <本論文に関する発表論文>と<その他の論文>に分けて記載するほうがよい。
- (2) 論文が複数のときは現在から順に発表年次を過去にさかのぼり記載するほうがよい。
- (3) 著者名のうち申請者名は太字で一重下線を記すほうがよい。
- (4) 掲載雑誌名は略誌名でも良い。(各専攻でご確認ください。)
- (5) 発表年は西暦で記載するほうがよい。
- (6) ページは最初と最後のページを記載するほうがよい。

<< Permission Letter given by co-author(s) when necessary >>

様式第5号

Format 5

承 諾 書

Permission Letter

大阪公立大学大学院農学研究科長 様

To: Dean of Graduate School of Agriculture, Osaka Metropolitan University

著者名(共同者名) Author (Co-authors)	論 文 題 名 Title of paper	書名又は雑誌名 (巻・ページ) Title of journal (vol.・page)	発行年月日 Date of publication

Applicant's name

上記論文を

氏が学位論文に使用することを承諾します。

I permit _____ to use the contents of the above mentioned paper(s)

for his or her doctoral dissertation.

_____年____月____日
YYYY / MM / DD

氏 名 (自署)

Name (signature) _____

**Application Form for Registration of Dissertation
on Osaka Metropolitan University Repository for Research and Education**

Check one of the boxes.

_____, _____, _____
day month year

To: Director of the Library Network

- I apply for registration and electronic publication of the full text of my dissertation, which I submitted to Osaka Metropolitan University.
- Since releasing a summary as substitute for the full text of my dissertation, which I submitted to Osaka Metropolitan University, is approved, I apply for registration and publication of summary of dissertation and consignment of storage and public peruse of the full text of my dissertation (book form) to the Library Network.
(Please one of the above.)

Author (signature)

As the academic supervisor, I recognize the statement above.*

Academic Supervisor (signature)

Title	
Academic Supervisor	Name: Affiliation: Title:
Remarks	
Date of electronic data submission	_____, _____, _____ day month year (When you intend to submit the electronic data after submitting this form)

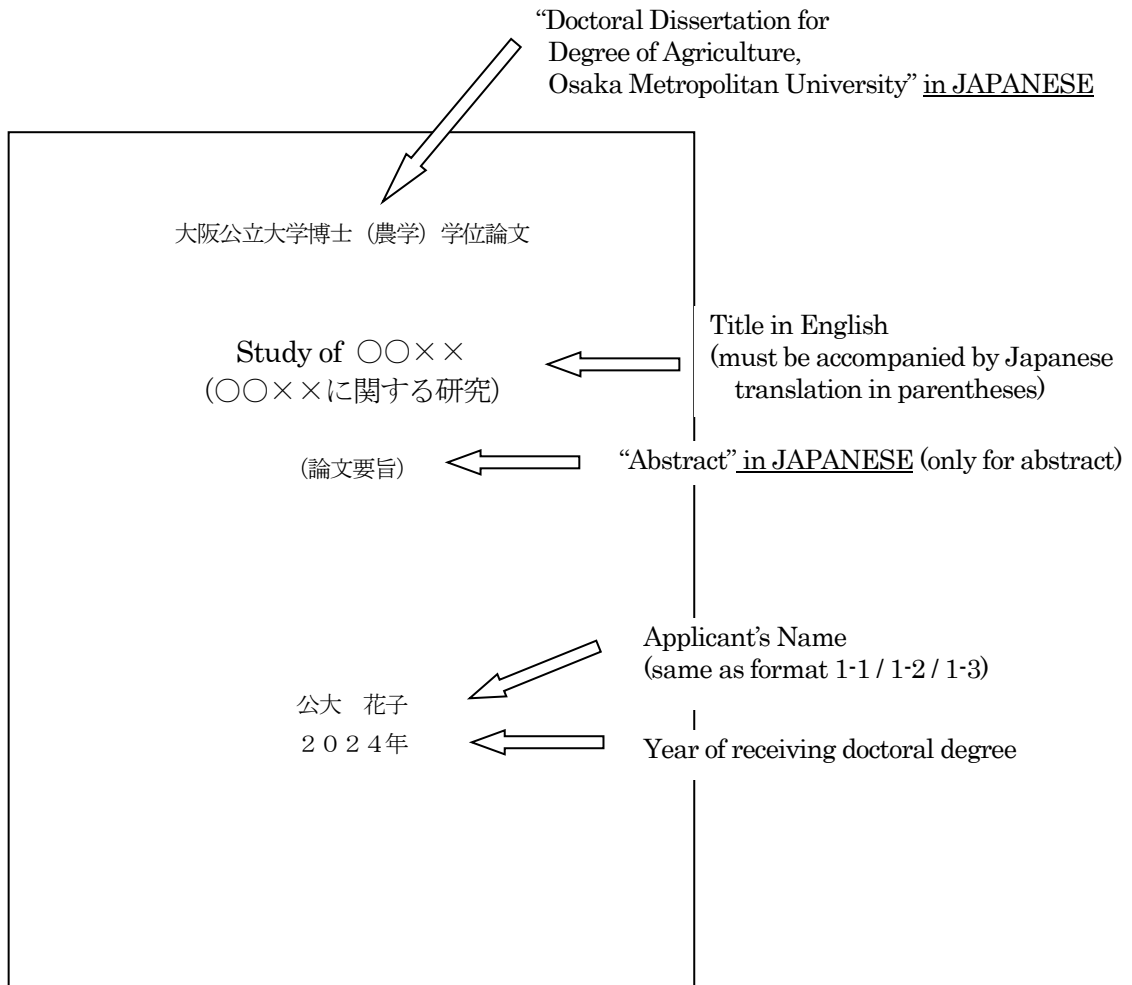
Contact Information:

Affiliation	
Address	
Phone Number	
E-mail address	

- Obtain the co-author's permission for registration of dissertation in advance.
- When submitting abstract as substitute for the full text of dissertation is approved submit the electronic data of both summary and full text of dissertation. When the reason for not being able to publish is resolved and publication of the full text of dissertation becomes possible, the Library Network will register the full text of dissertation and the book form will be disposed.
- Save the data in PDF format to an electronic medium and submit it to the Academic Affairs Division or Habikino / Rinku Campus Office.
- The Library Network will not use the given information for unintended purposes.
- Make sure your address can be reached anytime. Do NOT use e-mail addresses with omu.ac.jp domain.

* When the reason for not being able to publish is resolved and publication of the full text of dissertation becomes possible, Academic Supervisor (signature) is not required.

Cover Sample of Book Form and Abstract of Doctoral Dissertation



◎ Format of Dissertation Abstract

Form: A4 size

composition ... cover (1 page) + body (in 3 pages)

Page 1 (cover): refer to the sample above

Pages 2-4 (body): format unspecified

(Do NOT add a list of publication at the end of the abstract)

* The printing style should be like an A4 size booklet (half fold), printed on both sides on an A3 paper.

Margins: top...30 mm, bottom...25 mm, left...25 mm, right...25 mm

Number of words: within 1,500 words in English

Font: 12 point, Times New Roman or similar font

研究指導教員（自署）

Supervisor (signature) _____

様式第1号その1（第5条第1項の規定による場合）

Format 1-1

(Article 5-1)

学位授与申請書

Application for Master's Degree

_____年 ____月 ____日
YYYY / MM / DD

大阪公立大学長 様

To: President of Osaka Metropolitan University

大学院研究科/専攻

Graduate School of Agriculture

Department of _____
{ Agricultural Biology/
Applied Biological Chemistry/
Environmental Sciences
and Technology

氏名

Applicant's name ○○○○, ○○○
(Family name) (Given name)

大阪公立大学学位規程第5条第1項の規定により

修士（農学）の学位の授与を申請します。

I hereby apply for the Master's Degree in Agriculture in accordance with the stipulation of Article 5-1 of Osaka Metropolitan University rules for awarding academic degrees.

修士論文題目

Title of Master's Thesis

専攻 Department of { Agricultural Biology/
Applied Biological Chemistry/
Environmental Sciences
_____ and Technology _____

申請者氏名 Applicant's name _____
○○○○, ○○○
(Family name) (Given name)

論 文 題 目 Title of thesis

注：楷書でていねいに記入すること。枠からはみ出さないこと。
英文は活字体で記入し、大文字、小文字の別をはっきり示すこと。
論文題目が外国語の場合は、訳文を付記すること。
注：論文題目でイタリック（斜体）などを使用する場合は、
判別できるように記載すること。

Notes:

- Write the title inside the box .
- Be careful about capital/small and *Italic* letters. Please write clearly in block letters.
- Title in foreign language must be accompanied by Japanese translation.