

# [Graduate School of Science, Osaka Metropolitan University]

— Doctoral Course —

## **Degree Conferral Application Guide**

Created on May 13, 2026

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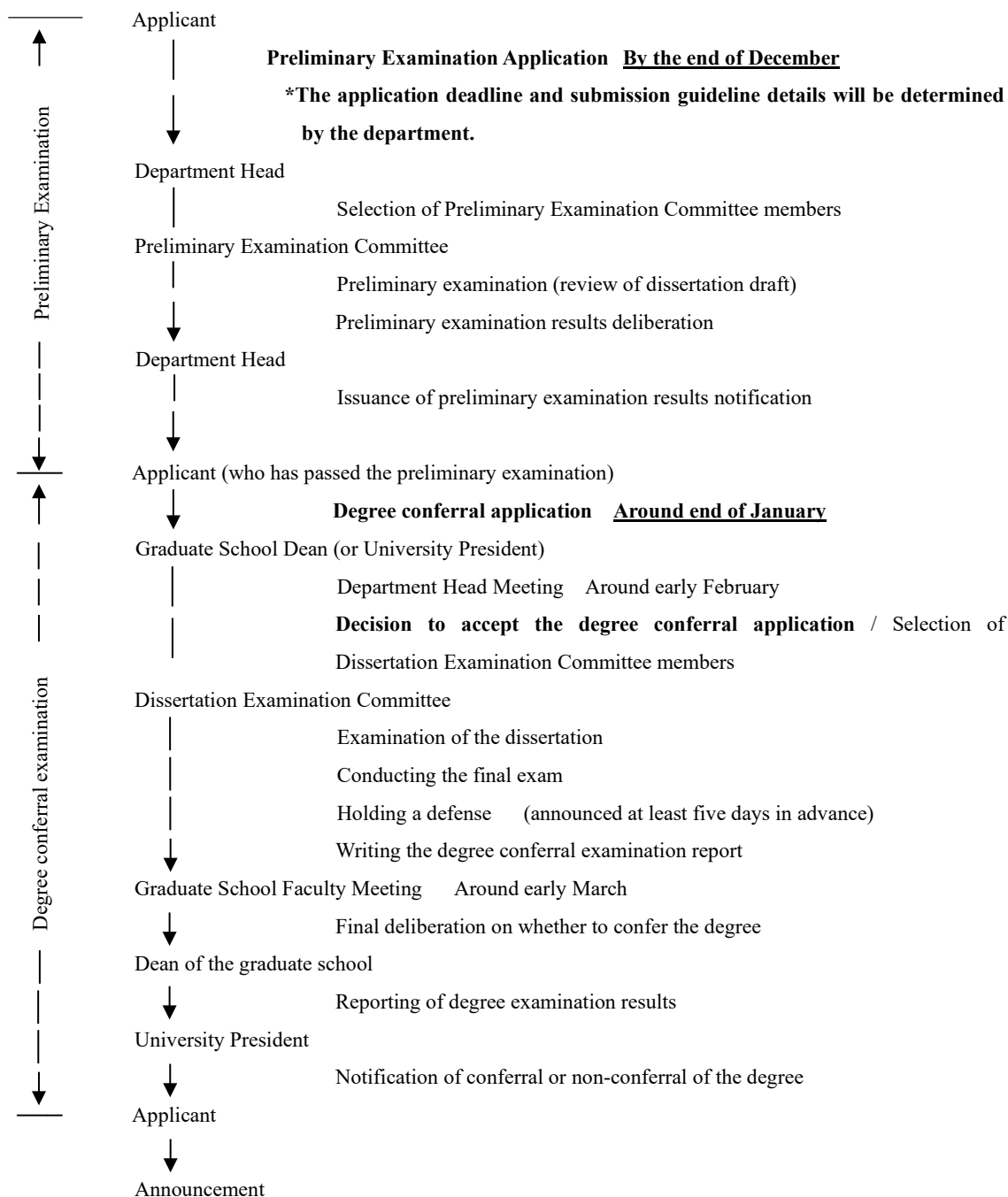
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**[Overview of Processes from Doctoral Dissertation Preliminary Examination Application to Degree Conferral]**

(In case of a doctoral degree conferred at the end of the academic year)

\*For more details, including applications other than those at the end of the academic year, please see the [Faculty of Science/Graduate School of Science website](#).



## **Degree Conferral Application**

Those who wish to apply for a degree conferral must first submit an Application for Dissertation Preliminary Exam (Form No. 13) to the head of the department to which the applicant belongs, and undergo and pass a preliminary examination (dissertation draft review) according to the method specified by the department.

### **Section 0. Preliminary Examination Application Procedure**

Submit the Application for Dissertation Preliminary Exam (Form No. 13) to the department head through the research supervisor at least one month before the deadline for application for the main examination.

\*Follow the instructions provided by the department regarding the documents to be submitted other than the application form, the application deadline, and where to submit them.

### **Section 1. Degree Conferral Application Procedure**

#### **1. Application Eligibility**

Anyone wishing to apply for a degree conferral must have one of the following qualifications:

- (1) Students enrolled in the Doctoral Program at the Graduate School of Science (hereinafter referred to as “the Graduate School”) who will have completed a period of enrollment of at least three years by the time of graduation and are expected to have earned the prescribed credits by the end of the dissertation examination.
- (2) Students enrolled in the Graduate School who have been so for more than three years and who have already earned the prescribed credits, or who are expected to earn the prescribed credits by the end of the dissertation examination
- (3) Students enrolled in the Graduate School who are expected to be enrolled for at least one year by the end of the dissertation examination, who are expected to earn the prescribed credits, and who have been allowed to apply for degree conferral as a special case by the Graduate School of Science Faculty Meeting (hereinafter, “the Graduate School Faculty Meeting”). However, in the case of a student who has completed the master’s program in less than two years, the combined enrollment periods for the master’s program and the Graduate School should be three years or more.
- (4) Students who have been enrolled in the Graduate School for at least three years, who have completed the prescribed credits, and who have withdrawn from their studies, but who are expected to complete the dissertation examination within one year after the withdrawal. Before withdrawing, students must submit an application for degree conferral qualification (Form No. 10) and have it approved by the Graduate School.

#### **2. Degree Conferral Application Documents**

\* Various forms and completed examples can be obtained from the [Faculty of Science/Graduate School of Science website](#), and all forms should be created and printed on A4 size paper.

- a. Application for Degree Conferral (Form No. 3-2) ••• 1 copy

\*[Applicants who fall under Section 1. 1. Application Eligibility (4)] should use (Form No. 3-3).

b. Dissertation ••• 3 copies and electronic file (PDF)

Document must be written horizontally and temporarily bound. It must be bound in a way that prevents pages from falling out when viewed and makes it impossible to replace pages (no document bound in a file or binder will be accepted).

However, those who wish to publish a summary instead of the full text of their dissertation must submit two bound copies by the date of conferral of the degree.

c. Dissertation Abstract ••• 3 copies and electronic file (PDF)

The text should be written horizontally and around 350 to 400 words. If there are articles published in specialized academic journals on which the dissertation is based, they should be listed in the following format after the abstract. If volume or page numbers are not available, provide information to identify the dissertation instead.

This list should include papers that have been approved for publication and papers that are currently being submitted.

Ex.)

• Author A, Author B, Author C,” Paper Title”, *Journal name*, 1, 1-0, 20XX

• Author A,” Paper Title”, *Journal name*, <https://doi.org/10.1234/abcd5678>

d. Bibliography List (Form No. 4) ••• 2 copies and electronic file (Word)

e. Curriculum Vitae (Form No. 5) ••• 2 copies

f. Dissertation Preliminary Examination Pass Notification (Form No. 2) (copy) ••• 1 copy

g. Application Form for Registration of Dissertation on Osaka Metropolitan University Repository for Research and Education (Form No. 6) ••• 1 copy

h. [Applicable applicants only] Application for Publication of Summary Instead of Full Dissertation (Form No. 8) ••• 1 copy

Also submit one copy of the [Dissertation Summary] and an electronic file (PDF).

i. [Applicants who fall under Section 1. 1. Application Eligibility (4)] Certificate of Credit Completion ••• 1 copy

### 3. Application Deadlines and Where to Submit

Applications should be submitted by the application deadline set for the given academic year, and they should be submitted to the Graduate School of Science Academic Affairs Team in the Education Promotion Section listed in the contact information of the applicant’s campus.

\*Submit the electronic files for “b.,” “c.,” “d.” and “h. [Applicable applicant only]” to Moodle.

(Moodle Course Name: “Graduate School of Science Doctoral Degree Conferral Application”)

## Section 2. Publication of Dissertation Contents

### 1. Publication of Dissertation Contents

Within one year from the date of degree conferral, the University will publish the full text of the dissertation, or a summary of the dissertation when the university president deems that there is an

unavoidable reason not to publish the full text, in its Academic Information Repository on the official website. If there are co-authors, the degree holder must notify the co-authors of the publication in advance and obtain their permission.

If, for unavoidable reasons, the full text of the dissertation cannot be published in the Academic Information Repository, a summary must be published in the repository and a printed copy of the full text of the dissertation must be provided to the University Library and the National Diet Library for viewing.

**Prior to publication, it must be submitted after consultation with the research supervisor.**

\* For details, please refer to the University website ([Research and Industry-Academia-Government Collaboration > Research Promotion and Support > “For degree \(doctoral\) candidates”](#)).

## 2. Procedures in Case of Not Publishing Full Text

(1) If there is an “unavoidable reason” for publishing a summary instead of the full text of the dissertation, the degree holder must submit a “Request for Publication of Summary Instead of Dissertation Full Text” (Form No. 8). (\*If the procedure has been finalized at the time of degree conferral application, submit it at the time of application.)

The following constitute “unavoidable reasons:

- a. When the dissertation contains contents that cannot be published online
  - When the paper contains three-dimensional expressions
  - When there are restrictions on copyright or personal information
  - When it includes matters that are stipulated as non-public by collaborators, etc.
- b. When online publication causes evident disadvantages
  - When it is published or is scheduled to be published
  - When it is published or is scheduled to be published in an academic journal
  - When a patent application has been or is planned to be filed
- c. Other
  - When the graduate school dean recognizes that there is a particularly “unavoidable reason”

(2) The period during which a dissertation summary may be published is within five years from the date of conferral of the degree, except in cases of restrictions related to three-dimensional expressions, copyright, personal information, or collaborative research. If the full text cannot be published after this period has passed, the degree recipient or research supervisor must go through the procedures for not publishing the full text and obtain approval from the graduate school. If approved, a “Notice of Approval for Publication of a Summary Instead of Full Dissertation” (Form No. 9) will be issued to the degree recipient.

(3) If the procedures in the preceding paragraph are not carried out or approval is not obtained, the full text will be made public once the deadline has passed.

(4) Once the reason for the publication of the summary has been resolved and the full dissertation has been published, the printed version of the dissertation that was submitted will be destroyed.

**Section 3. Pre-withdrawal Procedures for Students Who Withdraw from Their Studies after Obtaining Credits and Apply for a Degree Within One Year After Withdrawal**

Anyone who applies for a degree pursuant to Qualification 4 (falling under Article 36, Paragraph 2 of the Graduate School Regulations) under 1.1. of the Degree Examination Guidelines must be certified by the Graduate School according to the following procedures prior to withdrawing from their studies.

- a. In conjunction with the notification of withdrawal, the student submits an “Application for Certification of Eligibility for Degree Conferral Following Withdrawal after Credit Completion (Form No. 10)” to the Graduate School of Science Academic Affairs Team.
- b. Whether to approve the application for “Section 1. 1. Application Eligibility (4)” will be examined at the same time as the withdrawal examination by the Department Head Meeting.
- c. If the application for application eligibility is approved, a "Notice of Certification of Eligibility for Degree Conferral Following Withdrawal after Credit Completion (Form No. 14)” will be issued to the applicant.

#### Section 4. Dissertation Review and Evaluation Criteria at the Graduate School of Science, Osaka Metropolitan University

(Doctoral Course)

	Dissertation review and evaluation criteria
Department of Mathematics	<ul style="list-style-type: none"> <li>• The dissertation must be of high academic value and must contribute to the development of the research area.</li> <li>• A scholarly article containing the main part of the dissertation must be published in, or accepted by, an international peer-reviewed academic journal.</li> <li>• The degree candidate must possess sufficient language skills for international research activities.</li> </ul>
Department of Physics	<ul style="list-style-type: none"> <li>• The doctoral dissertation must possess internationally recognized, high-level academic value and contribute to the advancement of the relevant field of study.</li> <li>• The applicant must demonstrate academic competence, specialized expertise, and language proficiency necessary for the conduct of the research.</li> </ul>
Department of Chemistry	<ul style="list-style-type: none"> <li>• The dissertation submitted for degree examination must be an original work authored by the applicant that contains novel and innovative research in the fields of materials science and chemistry and is recognized as contributing to the advancement of the relevant research field.</li> <li>• The novel and creative academic research described in the dissertation must have been published, or have secured acceptance for publication, as at least one original English-language paper published in a peer-reviewed academic journal, with the degree applicant as the first author.</li> <li>• The degree applicant must possess sufficient professional expertise and language proficiency to conduct research both domestically and internationally and must demonstrate an understanding of research ethics.</li> </ul>
Department of Biology	<ul style="list-style-type: none"> <li>• The doctoral dissertation must be recognized as possessing sufficient academic value and as contributing to the advancement of the relevant field of study.</li> <li>• All or part of the dissertation must have been published, or formally accepted for publication, as an original article in English in a peer-reviewed international academic journal, with the degree applicant serving as the first author.</li> <li>• The applicant for the doctoral degree must be recognized as possessing the academic competence and language proficiency necessary to conduct the research.</li> </ul>
Department of Geosciences	<ul style="list-style-type: none"> <li>• At the time of application for examination, the candidate must have at least one paper accepted for publication as first author in a peer-reviewed journal or similar publication in a field related to geosciences.</li> <li>• The content of the thesis must demonstrate sufficient novelty and originality and be recognized as contributing to the advancement of the relevant field.</li> <li>• The candidate must be recognized as possessing the ability to independently conduct research activities, including the capacity to set research themes, specialized knowledge, high ethical standards, and language proficiency.</li> </ul>