Kumamoto University, Graduate School of Science and Technology

***Application for Thesis Defense for students who expected to complete in March 2024***

1. **Preliminary Thesis Review**

Students who seek to apply for thesis defense must pass preliminary thesis review by the Supervisor’s Committee before applying for thesis review.

**Application Procedures**

　★Please submit the following documents to the **Supervisor** (not to Academic Affairs Section

of GSST) between November 29 (Wed) and December 1 (Fri).

|  |  |  |
| --- | --- | --- |
| **Documents** |  | **Number of**  **copies** |
| Application for Preliminary  Thesis Review | Form 1 | 1 copy |
| Draft of Thesis | Please write that for Preliminary  Thesis Review on the cover page  cover. | 3 copies |
| (Draft) Abstract of Thesis | Form 2 | 3 copies |
| List of Publications | Form 3 | 1 copy |

　★Please submit the following document to **Academic Affairs Section of GSST (1st floor of the Faculty of Engineering Building No.1)**.

|  |  |  |
| --- | --- | --- |
| Notification of Application for  Preliminary Thesis Review | Form 6 | 1 copy |

**2. Thesis Review**

Students whose contents of thesis are recognized to deserve thesis defense, thesis review will be scheduled according to the following procedures.

(1) Application Procedure

Please submit the following documents to **Academic Affairs Section of GSST** between Jan.

　　15 (Mon) and Jan. 17 (Wed) (from 8:30 to 17:15) .

|  |  |  |
| --- | --- | --- |
| **Documents** |  | **Number of**  **copies** |
| ①　Application for Thesis Review | Form 7 | 1 copy |
| ②　Abstract of Thesis | Form 5 (less than 1600 words) | 3 copies |
| ③　List of Publications | Form 3 (it must specify “Date,  Signature and Seal”) | 3 copies |
| ④　Resume | Form 4 | 1 copy |
| ⑤　Notification for Depositing  　　Doctoral Thesis | Please consult with the supervisor  before submission | 1 copy |
| ⑥　Statement of Depositing  　　Abstract of Doctoral Thesis | In case there are compelling reasons | 1 copy |
| ⑦　Electronic files of above ①to④  ・②…Word, PDF Data  ・①, ③, ④…Word Data | \* Please send by email to  szkn-kyomu@jimu.kumamoto-u.ac.jp |  |

Important notes for the application

1) Please submit the required documents with the final confirmation of your supervisor after

the preparation, paying careful attention to the examples and instructions.

2) Please follow the instructions for the thesis title including capital and small letters.

※After given the approval at Preliminary Thesis Review from your supervisors, the process

will be carried out with the same title as for Thesis Review.

(2) Thesis Defense

(3) Documents to be submitted after Final Review

Students who pass Final Review are required to submit the following documents to the **Academic Affairs Section of GSST** by Mar. 4 (Fri.) (from 8:30 to 17:15).

|  |  |  |
| --- | --- | --- |
| **Documents** | **Summary** | **Number of**  **copies** |
| ①　Thesis（PDF） | Electronic file  \* Please send by email to  szkn-kyomu@jimu.kumamoto-u.ac.jp |  |
| ②　Statement of Depositing  　　Doctoral Thesis |  | 1 copy |

\* Sample of Thesis Front Cover

　　　【JAPANESE】　　　　　　　　　　　　【ENGLISH】

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 論文題名  ２０２４年３月  熊本大学大学院自然科学教育部  氏　名 |  | Title  March 2024  Name  (FAMILY, First Middle)  Graduate School of Science  and Technology  Kumamoto University |  |

※Note: for thesis submission

　Bookbinding is not necessary. University logo is not allowed to use on any pages.

　Date of thesis submission should be ‘March 2024’.

　Write your name on all the documents as an example: FAMILY NAME, First name Middle name.

　However, in case there is no distinction between family name and first name, please state your name as registered in the SOSEKI.

Kumamoto University, Graduate School of Science and Technology

***Application for Doctoral Thesis Defense for Students Seeking for Completion of Course Work***

***without Degree (Retroactive Completion) in March 2024***

1. **Preliminary Thesis Review**

Students who seek to apply for thesis defense must pass preliminary thesis review by the Supervisor’s Committee before applying for thesis review.

**Application Procedure**

★Please submit the following documents to the **Supervisor** (not to Academic Affairs Section

of GSST) between Jan. 4 (Thu) and Jan. 9 (Fri).

|  |  |  |
| --- | --- | --- |
| **Documents** |  | **Number of**  **copies** |
| Application for Preliminary  Thesis Review | Form 1 | 1 copy |
| Draft of Thesis | Please write that for Preliminary  Thesis Review on the cover page  cover. | 3 copies |
| (Draft) Abstract of Thesis | Form 2 | 3 copies |
| List of Publications | Form 3 | 1 copy |

　★Please submit the following document to **Academic Affairs Section of GSST (1st floor of the Faculty of Engineering Building No.1)**.

|  |  |  |
| --- | --- | --- |
| Notification of Application for  Preliminary Thesis Review | Form 6 | 1 copy |

**2. Thesis Review**

Students whose contents of thesis are recognized to deserve thesis defense, thesis review will be scheduled according to the following procedures.

(1) Application Procedure

Please submit the following documents to **Academic Affairs Section of GSST** between Mar.

　　1 (Fri) and Mar. 4 (Mon) (from 8:30 to 17:15).

|  |  |  |
| --- | --- | --- |
| **Documents** |  | **Number of**  **copies** |
| ①　Application for Thesis Review | Form 7 | 1 copy |
| ②　Abstract of Thesis | Form 5 (less than 1600 words) | 3 copies |
| ③　List of Publications | Form 3 (it must specify “Date,  Signature and Seal”) | 3 copies |
| ④　Resume | Form 4  ※please delete a line below. “2023/03/25 Expect to complete the above course” | 1 copy |
| ⑤　Notification for Depositing  　　Doctoral Thesis | Please consult with the supervisor  before submission | 1 copy |
| ⑥　Statement of Depositing  　　Abstract of Doctoral Thesis | In case there are compelling reasons | 1 copy |
| ⑦　Electronic files of above ①to④  ・②…Word, PDF Data  ・①, ③, ④…Word Data | \* Please send by email to  szkn-kyomu@jimu.kumamoto-u.ac.jp |  |

Important notes for the application

1) Please submit the required documents with the final confirmation of your supervisor after

the preparation, paying careful attention to the examples and instructions.

2) Please follow the instructions for the thesis title including capital and small letters.

※After given the approval at Preliminary Thesis Review from your supervisors, the process

will be carried out with the same title as for Thesis Review.

(2) Thesis Defense

(3) Documents to be submitted after Final Review

Students who pass Final Review must submit the following documents to the **Academic Affairs Section of GSST** within one month.

|  |  |  |
| --- | --- | --- |
| **Documents** | **Summary** | **Number of**  **copies** |
| ①　Thesis（PDF） | Electronic file  \* Please send by email to  szkn-kyomu@jimu.kumamoto-u.ac.jp |  |
| ②　Statement of Depositing of  　　Doctoral Thesis |  | 1 copy |

**3. Notification**

　　The applicant must submit “Petition for Withdrawal from University” by Feb. 2 (Fri).

　　The date for Completion of Course Work without Degree is Mar. 31 2024, and retroactively conferred on Mar. 25 2024.

\* Sample of Thesis Front Cover

　　　【JAPANESE】　　　　　　　　　　　　【ENGLISH】

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 論文題名  ２０２４年３月  熊本大学大学院自然科学教育部  氏　名 |  | Title  March 2024  Name  (FAMILY, First Middle)  Graduate School of Science  and Technology  Kumamoto University |  |

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　Write your name on all the documents as an example: FAMILY NAME, First name Middle name.

　However, in case there is no distinction between family name and first name, please state your name as registered in the SOSEKI.