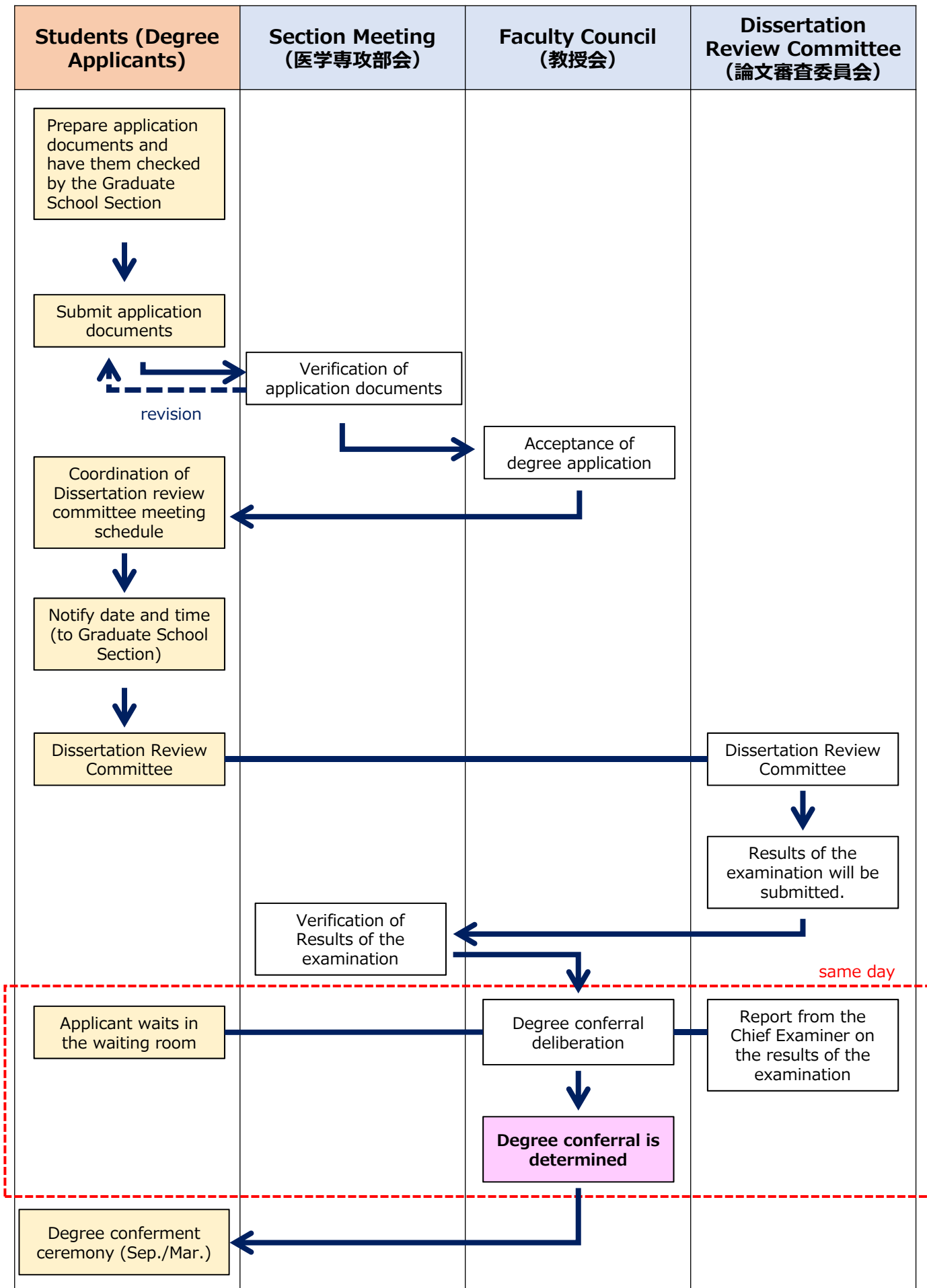


Degree Application Process



Overview of Degree Application Procedures

1. Pre-checking



Must be verified by the supervisor before submission

- form 2 Dissertation Title
 - form 3 Dissertation Summary
 - form 4 Curriculum Vitae
 - form 8 List of Publications
- E-mail to Graduate School Section for checking
[address]
daigakuin@hama-med.ac.jp

2. Submit all application documents

Submit the complete set of documents in paper form.

	document-name
Dissertation	Dissertation (4 parts)
Form 1	学位論文審査願
Form 2	Dissertation Title
Form 3	Dissertation Summary
Form 4	Curriculum Vitae
Form 5	Consent *all co-authors
Form 8	List of Publications
Others	審査委員候補者推薦書 *Consult with supervisor and obtain consent from committee members
Others	学位申請時のチェック項目 Check list
Others	論文申請者・論文審査手続き進行手順 Application Documents Cover Page

3. Acceptance of degree application

Review the application documents at the meeting

Section Meeting (医学専攻部会)

If any corrections to the documents are noted, the Graduate School Section will e-mail you and you should respond to the corrections.

Faculty Council (教授会)

Acceptance of degree application

Once the acceptance is decided by the Faculty Council, pick up 3 files to give to the primary and secondary reviewers at the Graduate School Section counter.

4. Coordination of Dissertation review committee meeting schedule

Arrange a date for the review committee meeting with the primary and secondary reviewers.



Notify the Graduate School Section of the dates determined. (The graduate school staff will reserve the venue.)

5. Dissertation Review Committee

•If the venue needs to be unlocked, pick up the key from the Graduate School Section at least one hour prior to the start of the committee meeting.

•After the Dissertation review committee meeting, collect the three files given to the primary and secondary reviewers and return them to the Graduate School Section.

6. Degree conferral deliberation

Degree conferral is discussed at the meeting.

Section Meeting (医学専攻部会)

Basically, there is nothing for the applicant to deal with.

Faculty Council (教授会)

During deliberations, you must remain in a waiting room in preparation for questions.

*Meeting time and place will be communicated by email from the Graduate School Section.

7. After the decision to confer the degree

Submit the following documents

	document-name
After the examination	学術機関リポジトリ登録書
After the examination	Electronic file of the Dissertation (pdf file)

8. Degree conferment ceremony

September graduates : Around late September

(place: HUSM)

March graduates : Around mid March

(place: ACT CITY HAMAMATSU)

*Details will be communicated by the Graduate School Section.