Procedure for Applying for the Doctoral Degree
(Course-based Doctorate)

Applicants who have been approved as Doctoral Degree Candidates by the Graduate School of Economics Committee should follow the steps below to submit their **doctoral degree application**.

○ Required Documents

Please read the notes and sample formats carefully to avoid errors when preparing your documents.

＊Documents may be printed on either single-sided or double-sided pages.

▼ Documents

Application Forms	Number of copies	Data Submission
Application Form for Doctoral Thesis Review and Final Examination	1	—
List of Research Achievements (The same document submitted when you were recommended as the doctoral degree candidate)	1	PDF
(Form 2) List of Theses	1	Word
(Form 3) Abstract of Thesis	1	PDF
(Form 4) Applicant History	1	Word
(Form 10) Doctoral Thesis Internet Publication Confirmation (University's Institutional Repository)	1	Word
Pledge Form	1	—
[only for international students] Confirmation Sheet of Inscriptions on Diploma	1	Word
[only for those who withdrew after coursework completion; may be requested at time of submission if not prepared in advance] Certificate of Withdrawal after Completing Coursework	1	—

▼ Doctoral Thesis

Types of Theses	Number of copies
Doctoral Thesis (number of copies must match the number of examiners [main and sub-examiners]; see p.5 [Notes on Doctoral Thesis])	3~4
Printed copy of the Doctoral Thesis (for the Library of Economics) * Pages should be clipped together; do not punch holes.	1
PDF file of the Doctoral Thesis	1

***** If you have any reference papers (Only when it is necessary for thesis review), please submit number of copies for examiners and one bound copy (for the Library of Economics).

○ Deadline and Submission

Submit all required documents to the Educational Affairs Section of the Graduate School of Economics **at least three weeks before the scheduled Graduate School Committee meeting.**

(The Committee meets on the second Thursday of each month, except in August (note that there is no meeting in August).)

Please submit your data to the Educational Affairs Section, GSE in advance. We will check beforehand to ensure there are no deficiencies.

Educational Affairs Section, GSE e-mail:＜ouecon-kyoumu@office.osaka-u.ac.jp＞

○ Notes

[General Instructions for All Documents]

- All documents must be prepared on A4-size paper, landscape orientation, without altering the designated format.
- Please prepare all application documents strictly according to the sample forms and instructions provided.
- For the application date field on each document, enter the actual date of submission.
- If the thesis title is in a foreign language, include the Japanese translation in parentheses.
- The thesis title must be identical across the submitted thesis and all accompanying documents. Ensure consistency in font type, capitalization, and spacing. (Copy and paste the title whenever possible to avoid errors.)

[Notes on "Application Form for Doctoral Thesis Review and Final Examination"]

- For the degree title, use "Economics" or "Applied Economics" if you belong to the Economics course, and "Economics" or "Business Administration" if you belong to the Business Administration course. For the Department of Policy Studies, only "Applied Economics" is acceptable.

[Notes on " (Form 2) List of Theses"]

- The format will differ depending on whether your doctoral thesis consists of a single paper or multiple papers. The list must include all papers that constitute the doctoral thesis.
- Only works directly related to the doctoral thesis should be listed.
- If the publication date or other details are not yet determined, write "Undecided" in the appropriate fields.

[Notes on "(Form 3) Abstract of Thesis"]

- Please use 9-point MS Mincho font.
- The summary must be within 500 words (in principle).
- If the full text of the doctoral thesis is not published online, this Abstract of Thesis will instead be released publicly on OUKA (the institutional repository of the University of

Osaka). Please proofread it carefully for typographical errors.

[Notes on "(Form 4) Applicant History"]

- Record dates for academic background, professional experience, and research experience accurately to the day.
- For academic background, if you completed coursework requirements after more than three years in the doctoral program but withdrew before receiving the degree, write "Withdrew after fulfilling coursework requirements on [YYYY/MM/DD]." If no certificate is available, request a Certificate of Withdrawal after Fulfilling Coursework Requirements at the time of submission.
- For professional experience, do not include TA or RA positions held while enrolled in graduate school. Indicate both the company name and the department/job title.
- For research experience, list all experiences, whether or not they relate to your doctoral thesis. Specify the research location and theme for each period of activity (excluding research conducted during graduate school).
- Write your name exactly as you want it to appear on the Doctoral Diploma.

[Notes on "(Form 10) Doctoral Thesis Internet Publication Confirmation (University's Institutional Repository)"]

＊ Since April 2013, it has been mandatory to publish the full text of doctoral theses online (Article 9 of the Degree Regulations). However, if there are unavoidable reasons (e.g., copyright restrictions with the medium where a part of your thesis is published), and with university approval, the publication of the abstract may be substituted for the full text (Paragraph 2 of the same Article).

Decision Tree

Does the doctoral thesis include content that has been previously published in academic journals?

No

Please tick the box **[Available to publish full text]**.
The entire doctoral thesis will be published online.

Yes

Under submission (or scheduled for submission) to an academic journal.

Can you confirm the rights to publish the entire doctoral thesis online?

No

No response to the inquiry for confirmation.

Tick the box **[Request to suspend publication of thesis]** if publication is not possible due to copyright restrictions from book or journal publishers. Additionally, tick the box **[Scheduled to be published. However, it is impossible to confirm the publisher's copyright policies.]** if the publication status is unclear.
In such cases, only the thesis summary will be published online temporarily.

Yes

Have you obtained approval to publish the full text?

Yes

If you tick the box **[Available to publish full text]**, the entire doctoral thesis will be published online.

No

Publication of the doctoral thesis is impossible due to infringement of the publisher's copyright in book and/or academic journal publication.

Please tick **[Request to publish the summary]** and write in the "Reason" section:
"Based on the confirmation of the publisher's copyright policy for academic journal publication, the full text cannot be made available."
(The summary will be published online.)

Please tick **[Request to suspend publication of the full text]**.
Additionally, tick **[Scheduled to be published. However, it is impossible to confirm the publisher's copyright policy.]**
(Only the thesis summary will be temporarily published online.)

Once the publication status (accepted/not accepted for publication) in the academic journal is confirmed, please promptly complete and submit **Form 11**.
(If the result allows for full-text publication, the entire thesis will be published online.)

[Notes on the Doctoral Thesis]

- The thesis must be submitted in A4 size.
- If the thesis is written in a foreign language, include the Japanese translation of the title in parentheses on the cover page.
- Confirm with your academic supervisor whether binding is required. If no specific instructions are given, there are no regulations on cover material or format. However, ensure the pages are securely bound so they do not come apart. (Binding covers can be purchased at the Osaka University Co-op).
- Regardless of whether the full text will be made publicly available online, submit the following:
    - 3–4 printed copies of the full doctoral thesis (A4 size, one for each committee member, including main and sub-examiners).
    - 1 printed copy of the full doctoral thesis for the Resource Room (A4 size)
        - No binding required, but pages must be clipped together securely.
        - Ring binders are not permitted.
        - Ensure there is no distortion in the printing.
    - PDF file of the full doctoral thesis

＊ Once the degree application has been submitted, no corrections can be made to the documents or thesis content. Please obtain thorough guidance and feedback from your main and sub-examiners in advance.

[Career Path / Employment (Job Offer) Report]
Please enter the required information through the Career Support System on the web before the date of degree completion. Further details will be provided by email.

After Submitting the Degree Application

- Consult with your academic supervisor to decide the date of your research presentation (defense).
- In principle, the Graduate School Committee will make the decision regarding the conferral of the degree at its meeting held in the second month following submission of the application.