

Detailed Degree Conferral Regulations for the University of the Ryukyus Graduate School of Engineering and Science

April 1, 1997

Adopted by the Graduate School of Engineering and Science Committee

Chapter 1 General Regulations

(Aim)

Article 1 These regulations, based on the University of the Ryukyus Degree Regulations (hereafter referred to as the Regulations), set forth the necessary particulars regarding the conferral of degrees at the University of the Ryukyus Graduate School of Engineering and Science (hereafter referred to as the Graduate School).

Chapter 2 Conferral of Degrees for the Master's Program.

(Qualifying Requirements for the Submission of Theses)

Article 2 Under Article 3 of the regulations, students of the Master's Program, who have fulfilled the requirements for completion of the aforementioned Course, as set forth in Article 42 of the University of the Ryukyus Graduate School Regulations (hereafter referred to as the University Regulations), may submit theses.

(Documents for Submission)

Article 3 Documents for submission under article 6 clause 2 of the regulations are as follows:

- | | |
|---|---------------------|
| (1) Thesis Review Request (Form 1-1) | 1 |
| (2) Thesis and Author's Publication List (Form 2-1) | 1 |
| (3) Abstract (Form 3) | 1 |
| (4) Text of Thesis | original and 1 copy |
| (5) Curriculum Vitae (Form 4) | 1 |

(Thesis Submission Period)

Article 4 The deadline for theses submission shall be February 10 (August 10 for those intending to graduate in September)

(Method of Review)

Article 5 The Dean of the Graduate School shall refer all received theses to the Master's Thesis Screening Committee for the purpose of review.

(Master's Thesis Screening Committee)

Article 5-2. The Master's Thesis Screening Committee (hereafter referred to as the Master's Reviewing Committee) shall be established as a committee of the Graduate School.

- 2 The Master's Reviewing Committee shall be comprised of three or more faculty members, including a chief examiner. All other members shall be vice-chief examiners.
- 3 The chief examiner shall coordinate the review of the concerned thesis and the final examination.

(Reviewing Members)

Article 6 For every thesis, each major (for Master's of Science majors) or each program (for Master's of Engineering programs) shall select three candidates from its faculty members that are responsible for research guidance as Reviewing Committee members (hereafter referred to as Reviewing Member Candidates), one of them being the chief examiner, and brief the Dean of the Graduate School. However, if necessary, a full-time instructor of the Graduate School may be selected as a Reviewing Member Candidate.

- 2 Article 5-2 notwithstanding, if deemed necessary for the review of a Master's thesis, instructors from other graduate school, institution, or research institute may be added to the list of Reviewing Member Candidates as external reviewing members. However, they cannot be chief examiner.
- 3 The Dean of the Graduate School shall make a decision on the members after consultation with the Graduate School Committee.

(Final Examinations)

Article 7 The Master's Reviewing Committee shall administer a final examination in an oral or a written format related specifically to the topic of the concerned thesis.

- 2 Theses may be presented at an oral thesis presentation (hereafter referred to as the presentation) in place of the final examination of the preceding clause.
- 3 The presentation of the preceding clause shall be open to the public and the time and place of presentation for each course and program shall be announced to the Dean of the Graduate School no later than one week prior.
- 4 The Chair of the major (for Master's of Science majors) or the Chair of the program

(for Master's of Engineering programs) shall host the presentation. Following the presentation of a thesis by the submitting student, a question and answer session shall be held for those attending the presentation.

(Report)

Article 8 The Master's Reviewing Committee shall report the results of the thesis screening and the final examination to the Dean of the Graduate School by way of form 5-1.

(Decision of the Graduate Course Committee)

Article 9 Based on deliberation of the Master's Reviewing Committee, the Graduate School Committee shall make the decision as to whether or not to confer a degree.

Chapter 3 Conferral of Degrees for the Second Term Doctoral Course

(Requirements for the Submission of Theses)

Article 10 Under Article 4 of the regulations, students of the Second Term Doctoral Course, who have fulfilled the requirements for completion of the aforementioned Course, as set forth in Article 43 of the University Regulations, may submit theses.

(Preliminary Review)

Article 11 Based upon the preceding article, those students wishing to submit thesis for reviewing must first submit their thesis for preliminary review.

2 Those students wishing to submit for preliminary review shall submit documents as specified separately to the Dean of the Graduate School no later than 2 months prior to the beginning of preliminary review begins.

(Doctoral Dissertation Preliminary Reviewing Committee)

Article 12 The Graduate School Committee shall establish a Doctoral Dissertation Preliminary Reviewing Committee (hereafter referred to as the Preliminary Reviewing Committee).

2 The Preliminary Reviewing Committee shall be comprised of three or more faculty members, including a chief examiner. All other members shall be vice-chief examiners.

3 The chief examiner shall coordinate the review of the concerned thesis and the final examination.

4 The preliminary Reviewing Committee shall complete the screening process within

1 month. Upon completion the chief examiner shall make a report to the Dean of the Graduate School.

- 5 Those students who are not awarded a passing grade at the outcome of preliminary review may, upon improvement of the content of their thesis, resubmit their thesis for preliminary review.

(Reviewing Members)

Article 12-2. For every thesis, each major shall select three candidates from its faculty members that are responsible for research guidance as Reviewing Committee members (hereafter referred to as Reviewing Member Candidates), one of them being the chief examiner, and brief the Dean of the Graduate School. However, if necessary, a full-time instructor of the Graduate School may be selected as a Reviewing Member Candidate.

- 2 Article 12-2 notwithstanding, if deemed necessary for the review of a Doctoral thesis, instructors from other graduate school, institution, or research institute may be added to the list of Reviewing Member Candidates as external reviewing members. However, they cannot be chief examiner.
- 3 The Dean of the Graduate School shall make a decision on the members after consultation with the Graduate School Committee.

(Dissertation Submission Period)

Article 13 Submission period for dissertations shall be between April 1 and December 20; and for those who are planning to complete the degree requirements by September, the degree submission deadline is June 20.

(Documents for Submission)

Article 14 Those students who receive a passing grade at the outcome of the preliminary review must submit the following documents to the Dean of the Graduate School:

- | | |
|---|-----------------------|
| (1) Dissertation Review Request (Form 1-2) | 1 |
| (2) Dissertation and Author's Publication List (Form 2-2) | 1 |
| (3) Abstract (Form 3) | 1 |
| (4) Text of Dissertation | original and 2 copies |
| (5) Curriculum Vitae (Form 4) | 1 |

(Method of Review)

Article 15 The Dean of the Graduate School shall brief the President of the University when the dissertation and accompanying documents are received.

(Establishment of the Reviewing Committee)

Article 16 The Graduate School Committee shall, under Article 12 of the regulations for each referred dissertation, establish the Doctoral Dissertation Reviewing Committee (hereafter referred to as the Doctoral Reviewing Committee) and request the committee to carry out dissertation review and final examinations.

- 2 The Doctoral Reviewing Committee shall be comprised of three or more faculty members, including a chief examiner. All other members shall be vice-chief examiners.
- 3 The chief reviewer shall make report for dissertation review and final examination .

(Reviewing Members)

Article 17 For every thesis, each major shall select three candidates from its faculty members that are responsible for research guidance as Reviewing Committee members (hereafter referred to as Reviewing Member Candidates), one of them being the chief examiner, and brief the Dean of the Graduate School. However, if necessary, a full-time instructor of the Graduate School may be selected as a Reviewing Member Candidate.

- 2 Article 16-2 notwithstanding, if deemed necessary for the review of a Doctoral thesis, instructors from other graduate school, institution, or research institute may be added to the list of Reviewing Member Candidates as external reviewing members. However, they cannot be chief examiner.
- 3 The Dean of the Graduate School shall make a decision on the members after consultation with the Graduate School Committee.

(Final Examinations)

Article 18 Following the Dissertation Review, the Doctoral Reviewing Committee shall administer a final examination in an oral or a written format relating specifically to the topic of the concerned dissertation.

- 2 Dissertations may be presented at an oral presentation (hereafter referred to as the presentation) in place of the final examination of the preceding clause.
- 3 The presentation of the preceding clause shall be open to the public and the time and place of each major's presentation shall be announced to the Dean of the Graduate School no later than one week prior.
- 4 The chair of the major or the Supervisor shall host the presentation. Following the

presentation of a dissertation by the submitting student, a question and answer session shall be held for those attending the presentation.

(Report)

Article 19 The Doctoral Reviewing Committee shall report the results of the Dissertation Review and the final examination to the Dean of the Graduate School by means of form 5-2.

(Documents for Submission)

Article 20 Those students who receive a passing grade at the Doctoral Reviewing Committee must submit the following documents to the Graduate School Committee.

- (1) Text of Dissertation original
- (2) Statement of Reason (Form 6) 1

(Decision of the Graduate School Committee)

Article 21 Based on deliberation of the Doctoral Reviewing Committee, the Graduate School Committee shall make the decision as to whether or not to confer a degree.

(Documents for Submission)

Article 22 Those students for whom degree conferral is decided must submit the following documents to the Dean of the Graduate School.

- (1) Electronic Data of Dissertation (CD-R, etc.) 1
- (2) University of the Ryukyus' Repository Registration 1
- (3) Letter of Acceptance (Form 7) necessary number
- (4) Consent Letters from Publishers

2 If the dissertation in its entirety cannot be published using the academic repository, the student shall submit to the Graduate School Dean documents listed in the preceding clause and the following:

- (1) Text of Dissertation 2 copies
- (2) University Repository Registration Application (Submission of the Abstract of the Dissertation) 1

3 In the event the "reasons beyond his or her control" that prevented the publishing of the dissertation in its entirety have ceased to exist, the dissertation in its entirety shall be published by submitting the University of the Ryukyus' Repository Registration (submission of the complete doctoral dissertation).

(Date of Degree Certification)

Article 23 The date of degree certification following completion of the course shall be

as follows:

- (1) Those students for whom degree conferral is decided within the specified standard time limit for studies, shall have the present academic year affixed to their certification.
- (2) Students not falling into this category shall have the date of conferral as decided by the President of the University affixed.

(Handling of Students Having Withdrawn from the University)

Article 24 Those student having withdrawn from the Graduate School, who do not return to the University, under Article 17 of the regulations, and do not complete the specified course shall not be awarded a degree.

Chapter 4 Doctoral Degree Conferral by Dissertation Submission

(Required Qualifications for Dissertation Submission)

Article 25 Under Article 5 of the regulations, the following people are eligible to apply for degree conferral without having passed through the course.

- (1) Those students who withdrew from the university after having, spent three or more years in the Graduate School Doctoral Program, obtained the specified credits, and received the necessary research instruction.
- (2) Those students with three or more years or research experience following the completion of the Master's Program.
- (3) Those with five or more years of research experience following their graduation from the University.
- (4) Those with nine or more years of research experience.

(Preliminary Review)

Article 26 Based on the regulations of the preceding article, those people applying for Dissertation Review must, prior to submitting their dissertation, undergo preliminary review.

2 Those people intending to submit for preliminary review must submit the documents, as specified separately, to the Dean of the Graduate School.

(Documents for Submission)

Article 27 Upon consent of the advising professor, a member of the Graduate School Committee, as set forth in Article 7 clause 1, the following documents must be

submitted to the Dean of the Graduate School;

(1) Dissertation Review Request (Form 1-3)	1
(2) Dissertation and Author's Publication List (Form 2-2)	1
(3) Abstract (Form 3)	1
(4) Text of Dissertation	original and two copies
(5) Published Papers	
(6) Curriculum Vitae (Form 4)	1
(7) Graduation Certificate of Last School Attended	1
(8) Research Record	1
(9) Other Necessary Documents	1

(Reviewing Administration Fee)

Article 28 The documents specified in the preceding article must be accompanied by the administration fee of ¥57,000.

2 Notwithstanding the preceding clause, students who have withdrawn from the university after having completed three or more years in the Doctoral Program, and having obtained all the specified credits, shall be exempt from the administration fee should they submit their dissertation within one year of withdrawal.

(Dissertation Submission Period)

Article 29 Dissertations may be submitted at any time.

(application)

Article 30 Article 12, Article 12-2 and Article 15 through 23 of the regulations apply to the review for degree conferral for submitted dissertations. In this case, "final examination" in Articles 16, 18, and 19 shall be read "confirmation of scholastic ability", and "form 5-2" in Article 19 shall be read "form 5-3".

Chapter 5 Miscellaneous Provisions

(Miscellaneous Provisions)

Article 31 In addition to these regulations, the Graduate School Committee shall specify separately any necessary particulars relating to degree conferral.

Supplementary Provision

This document is enforced from March 7, 2018, and applied from April 1, 2018.

Supplementary Provision

This document is enforced from February 17, 2021, and applied from April 1, 2021.

/ /
(yy / mm / dd)

To Dean of the Graduate School of
Engineering and Science,

Graduate School of Engineering and Science

Major

Name

Supervisor

Signature

Thesis Review Request

In order to be awarded a Master's Degree (Engineering / Science), as set forth in Article 6 Clause 1 of the University of the Ryukyus Degree Regulations, I hereby submit the following documents.

Thesis and Author's Publication List (Form 2-1)	1 copy
Abstract (Form 3)	1 copy
Text of Thesis	original
	1 copy
Curriculum Vitae (Form 4)	1 copy

/ /
(yy / mm / dd)

To President of the University
of the Ryukyus

Graduate School of Engineering and Science

Major

Name

Supervisor

Signature

Dissertation Review Request

In order to be awarded a Doctoral Degree (Engineering / Science / Philosophy), as set forth in Article 6 Clause 2 of the University of the Ryukyus Degree Regulations, I hereby submit the following documents.

Dissertation and Author's Publication List (Form 2-2)	1 copy
Abstract (Form 3)	1 copy
Text of Dissertation	original
	2 copies
Curriculum Vitae (Form 4)	1 copy

/ /
(yy / mm / dd)

To President of the University
of the Ryukyus

Name

Advising Professor

Signature

Dissertation Review Request

In order to be awarded a Doctoral Degree (Engineering / Science / Philosophy), as set forth in Article 7 of the University of the Ryukyus Degree Regulations, I hereby submit the following documents .

Dissertation and Author's Publication List (Form 2-2)	1 copy
Abstract (Form 3)	1 copy
Text of Dissertation	original 2 copies
Published Papers	1 copy
Curriculum Vitae (Form 4)	1 copy
Graduation Certificate of Last School Attended	1 copy
Research Experience	
Others ()	

/ /
(yy / mm / dd)

To Dean of the Graduate School of
Engineering and Science

Graduate School of Engineering and Science

Major

Name

Supervisor

Signature

Request for Preliminary Review

In order to be awarded a Doctoral Degree (Engineering / Science / Philosophy), as set forth in Article 11 Clause 1 of Detailed Degree Conferral Regulations for the University of the Ryukyus Graduate School of Engineering and Science, I hereby submit the following documents.

Dissertation and Author's Publication List (Form 2-2)	3 copies
Abstract (Form 3)	3 copies
Dissertation Draft	3 copies

/ /
(yy / mm / dd)

To Dean of the Graduate School of
Engineering and Science

Name

Advising Professor

Signature

Request for Preliminary Review

In order to be awarded a Degree (Engineering / Science / Philosophy), as set forth in Article 26 Clause 1 of Detailed Degree Conferral Regulations for the University of the Ryukyus Graduate School of Engineering and Science, I hereby submit the following documents.

Dissertation and Author's Publication List (Form 2-2)	3 copies
Abstract (Form 3)	3 copies
Dissertation Draft	3 copies

Dissertation and Author's Publication List

Name

Dissertation Title

Author's Publication List (published articles related to the thesis: only articles not used for any other degree applications)

Form 3

Abstract

Title

Name _____

Form 4

Curriculum Vitae

Name		Date of birth (yy / mm / dd) / /	M / F
Nationality			
Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tel () - () - ()		
Please list Academic Record / Vocational Record / Research Record and Awards separately			
Particulars	Date yy/mm	Summary	

Please continue overleaf

Form 6

Statement of Reason
(Unavoidable reason for not presenting the whole dissertation)

/ /
(yy / mm / dd)

To Dean of the Graduate School of
Engineering and Science

Name :
signature

Applicable Number (unavoidable reason for not presenting the full text of the dissertation on the university repository system): 1 · 2 · 3 · 4

(Reason: in detail)

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【Unavoidable Reasons】

- 1 The dissertation contains object type of data.
- 2 The time of publication cannot exceed more than one year due to the rights regarding copyright and/or privacy.
- 3 It is clear that more than one year of publication will cause disadvantages to the author due to book publishing, multiple posting, and/or patent application.

