

Guidelines on Submitting Doctoral Dissertation

The listed forms with © are downloadable from the website:

<https://www.econ.kobe-u.ac.jp/en/academic-degree-2/>

Submission Period	Place	Application Documents	Number of Copies	Note	Submission Format
Mon, May. 11 - Wed, Jun. 10 5:00 p.m.	経済学研究科 BEEF+ Venture	© Paper Review Reques	1	Write your name and supervisor's signature.	PDF
		© List of Publications	1	List of Publications must be created using Word format. If the title is in English, add a Japanese translation in round brackets.	PDF
		© Paper abstract	1	The abstract must be 3,000 to 6,000 characters long. If the title is in English, add a Japanese translation in round brackets.	PDF
		© Curriculum vitae	1	See attached example. You may write the CV more than two pages.	Word or Excel
		Doctoral Dissertation	1	If the title is in English, include a Japanese translation in round brackets. Be sure to include a table of contents. For details, refer to the "Guidelines on Writing Academic Papers (Doctoral Program)".	PDF/A
		Reference papers (if applicable)	1	Submit 1 copy per paper. Write "1 冊" on the List of Publications.	PDF
	Academic Affairs Office	© Letter of Pledge	1	Only for students who wrote the thesis with co-authors are required to submit it. It must bear the handwritten signature of the applicant.	paper media
		© Letter of Consent	1	Required only in the case of a co-authored paper. It must bear the handwritten signature of the co-author concerned. If it is difficult to submit the document by the deadline, please notify the Academic Affairs Office before the submission deadline. Final deadline: No later than the submission deadline for the final version of the dissertation.	paper media
After the final exam ~ Thu, Aug 20 5:00 p.m.	経済学研究科 BEEF+ Venture	Doctoral Dissertation (final version)	1	If the title is in English, include a Japanese translation in round brackets. Be sure to include a table of contents. For details, refer to the "Guidelines on Writing Academic Papers (Doctoral Program)".	PDF/A
		Application to Defer Online Publication of Dissertation (Submitted on request only)	1	Those wishing to defer online publication, etc., should submit the application together with the abstract by the final version submission deadline.	PDF

※Please submit your application well in advance of the deadline, as we often request revisions to the application.

Academic Affairs Office,
the Graduate School of Economics, Kobe University
TEL : 078 (803) 7247

How to create "Paper Review Request"

年 月 日

Fill in the date of submission.
The dates of 学位論文審査願, 目録 and 履歴書 must be aligned.

経済学研究科長 殿

学籍番号

氏 名

学位論文審査願

神戸大学学位規程第7条の規定により下記の書類を提出いたしますから、審査をお願いします。

記

学位論文 1通

論文目録 1通

How to create "List of Publications"

年 月 日

論文目録

氏名

論文

1. 題目

2. 公表の方法および時期

方法 _____

時期 _____

3. 冊数 1 冊

参考論文

1. 題目

2. 冊数 冊

Fill in the date of submission, The dates of 学位論文審査願, 目録 and 履歴書 must be aligned.

List of Publications

Title of your thesis

If written in English, the title should also be aligned with the capitalisation, etc.

If the title is in English, be sure to add the Japanese translation in round

Print publication method and timing

If your paper will be published soon, write the type of media and the date of publishing.
If not, fill in "未定" in Japanese.

Reference Papers

When previous publications are included in the thesis, write the title of the paper.

Number of papers

If you have no previous publications, write "なし".
If you have a previous publication, write "1冊".

How to create Curriculum Vitae

※ You may write the CV more than two pages.

履 歴 書

本籍地 兵庫県
現住所 兵庫県神戸市灘区六甲台町2-1

Fill in your date of birth. Foreign nationals should write in the

年 月 日 生

ふりがな 氏名 神戸 太郎 男・女

Please state 男 or 女 without omission.

学 歴

平成 20 年	3 月 31 日	兵庫県立神戸高等学校	卒	業
平成 20 年	4 月 1 日	神戸大学経済学部経済学科	入	学
平成 24 年	3 月 31 日	同上	卒	業
平成 24 年	4 月 1 日	神戸大学大学院経済学研究科博士課程前期課程 経済学専攻	入	学
平成 28 年	3 月 25 日	同上	修	了
平成 28 年	4 月 1 日	神戸大学大学院経済学研究科博士課程後期課程 経済学専攻	進	学
令和 5 年	3 月 25 日	同上	修了見込	

職 歴

平成 28 年 4 月 1 日 ○○○○株式会社 入社
平成 30 年 3 月 31 日 同上 退職
平成 30 年 4 月 1 日 ○○○○大学 採用

現在に至る

If you have been enrolled as a research student at Kobe University, include the date of admission with "入学" and the date of completion with "終了" on the list.

学 会

平成 30 年 4 月 1 日 ○○○○学会 入 会

For current position, be sure to state 【現職に至る】

賞 罰

平成 30 年 6 月 20 日 ○○○○賞

Rewards and punishments
Please include the date of the award, if any.
If you do not have anything in particular, write "なし".

著 作

1. 著書
2. 論文

Society membership
Include the name of the academic society to which you belong and the date of admission (up to the date).
If you have no membership, write "なし".

上記のとおり相違ありません。

年 月 日

氏 名

Publications
1. Publications
2. Papers

I hereby certify that the above information is true and correct.
Fill in the submission date. The dates of 学位論文審査願, 目録 and 履歴書 must be

Permanent address
Write your home country and city.

Write your name and furigana (Katakana).

The graduation date of doctoral program at Kobe University is 25 March, or 25 September.
Please be sure to fill in all fields up to the date.
You can write in the western calendar year.

Professional experiences

Society membership
Include the name of the academic society to which you belong and the date of admission (up to the date).
If you have no membership, write "なし".

Publications
1. Publications
2. Papers

Current address
Write your current address in Japan
(No need to write the postal code)

Please state 男 or 女 without omission.

Education
Write your education background in chronological order, starting with

If you went on the doctoral program right after the graduation from Master program at Kobe University, write "進学".
If not, write "入学"

If you have been enrolled as a research student at Kobe University, include the date of admission with "入学" and the date of completion with "終了" on the list.

Rewards and punishments
Please include the date of the award, if any.
If you do not have anything in particular, write "なし".

I hereby certify that the above information is true and correct.
Fill in the submission date. The dates of 学位論文審査願, 目録 and 履歴書 must be

How to create front page and the first page

"Front page"

博 士 論 文

令和〇〇年△△月
神戸大学大学院経済学研究科
経済学専攻
指導教員 ◇◇◇◇
〇〇〇〇

Even if the thesis is written in English, the front page and the first page should be written in Japanese.

Write in Japanese.
Fill in until the month of submission, do not fill in the date.

Write the full name of your academic supervisor. Do not write the position of the supervisor (ex: professor or associate professor).

Write your name

"The first page"

博 士 論 文

論 文 題 目

令和〇〇年△△月
神戸大学大学院経済学研究科
経済学専攻
指導教員 ◇◇◇◇
〇〇〇〇

If the title is in English, add a Japanese translation in round brackets.

Write your name

誓約書

私は、下記の共著論文において、全共著者より学位論文として提出することへの承諾を得ましたので、ここに誓約します。

Letter of Pledge

I hereby certify that I have obtained the approval of all co-authors to submit the jointly authored paper listed below as part of my degree dissertation.

記

論文題目・雑誌名 巻・号・頁・公表年（外国語の場合は、その和訳を併記すること）

Thesis's title, Magazine's name, Volume, Issue No., Page, and Year of Publication

令和 年 月 日

Write the actual submission date.

学位論文申請者

氏名

Please have this form **Self-signed** by the applicant.

承諾書

私どもは、下記の共著論文において ○○ ○○ 氏を主導者として認め、○○ ○○ 氏の学位論文として提出することを承諾します。なお、この論文内容は他の学位論文として使用されたことはありませんし、今後他の学位論文に使用することはありません。

記

論文題目・雑誌名 巻・号・頁・公表年（外国語の場合は、その和訳を併記すること）

Thesis's title, Magazine's name, Volume, Issue No., Page, and Year of Publication

年 月 日

Write the actual submission date.

共 著 者

氏名

氏名

氏名

Letter of Consent

I/we the undersigned recognize [CANDIDATE'S FULL NAME] as the main author of the co-authored paper below.

I/we give my/our consent for this paper to be submitted as the graduation thesis of [CANDIDATE'S FULL NAME]. I/we verify that the contents of this paper have not been used in other graduation theses and will not be used in future graduation theses.

Please have this form **Self-signed** by Co-authors.

How to submit Doctoral Thesis to BEEF+Venture

- Please check page 1 for "submission format".
Convert the full text of your thesis into PDF/A (ISO-19005) format.
Refer to 【提出する電子ファイルの形式について】 on the website below.
<https://lib.kobe-u.ac.jp/media/sites/6/PDF A 201307.pdf>
- The file name of the Doctoral Thesis should be set as shown in the example below.

For a doctoral degree

甲_Student ID No._Name_経済学_本文

e.g.) 甲_123E456E_KOBE TARO_経済学_本文

- If you wish to request a delay in publication of your thesis for some reason, the "Abstract" is to be published externally instead of the full text of Doctoral Thesis.
In addition to the full text of the Doctoral Thesis,
please submit the Abstract in the same BEEF+Venture Submission Box.
You may also modify the "Paper Abstract".
The file name of the Abstract should be set as shown in the example below.

For a doctoral degree

甲_Student ID No._Name_経済学_要約

e.g.) 甲_123E456E_KOBE TARO_経済学_要約

- * Use only acceptable file formats for multi-media files.
- * Do not create a file using external information source, such as external fonts.
- * Do not use password protection, encryption.