

Nagoya Institute of Technology Detailed Rules
on Granting Master's and Doctoral Degrees

Established on April 1, 2004

Chapter 1 General Provisions

(Purpose)

Article 1 These Detailed Rules shall, based on the provision of Article 23 of the Nagoya Institute of Technology Rules on Degrees (established on April 1, 2004; hereinafter, "Degree Rules"), define the necessary matters concerning granting master's and doctoral degrees by Nagoya Institute of Technology (hereinafter, "the Institute").

(Definition of Terms)

Article 2 The following terms in these Detailed Rules shall be defined as follows:

- (1) "Course-based PhD" means a degree granted pursuant to the provision of Article 5, paragraph 1 of the Degree Rules.
- (2) "Thesis Doctoral Degree" means a degree granted pursuant to the provision of Article 5, paragraph 2 of the Degree Rules.
- (3) "Supervisor" means a supervisor prescribed in Article 2, paragraph 1 of the Nagoya Institute of Technology Regulations on Graduate Studies (established on April 1, 2004; hereinafter, "Graduate Study Regulations").
- (4) "Department in Charge" means a graduate school of department that includes, in its education and research fields, the content of a thesis of an individual who applies for a thesis doctoral degree (hereinafter, "thesis doctoral applicant").
- (5) "Managing Professor" means a faculty member involved in doctoral research guidance in the Department in Charge, who provides guidance and advice to a thesis doctoral applicant on his/her thesis.
- (6) "Thesis Review, etc." means a thesis review and final examination for a master's degree or a doctoral degree, or a thesis examination and confirmation of academic knowledge for a thesis doctoral degree.
- (7) Reviewer means the person who conducts the review in the provisions of Articles 4.2 and 5.2 of the Rules on Academic Degrees.
- (8) External Reviewer means the external reviewer in the provisions of Article 10, Paragraph 2 and Article 10.2, Paragraph 2 of the Rules on Academic Degrees.
- (9) Review Committee means the committee established under the provisions of Article 10, Paragraph 1 and Article 10, Paragraph 2 of the Rules on Academic Degrees.

Chapter 2 Granting Master's Degree

(Qualification for Master's Degree Application)

Article 3 Persons who are eligible to apply for a master's degree are those who qualify to submit their master's thesis under the provision of Article 8, paragraph 2 of the Graduate Study Regulations.

(Master's Degree Application and Application Period)

Article 4 An individual applying for granting master's degree ("master's applicant") must submit one copy of his/her master's thesis (including the results of research on a specific topic noted in Article 34, paragraph 2 of the Nagoya Institute of Technology Rules on the Graduate School [established on April 1, 2004; "Graduate School Rules"], hereinafter the same) to the President, after approval from the supervisor.

2. A master's degree applicant must apply for granting degrees while enrolled in the program. The master's thesis shall be submitted during the specified period in February (August for October new students).
3. Notwithstanding the provision of the preceding paragraph, a student who has posted superior performance as stipulated in the provisions of Graduate School Rules Article 34, Paragraph 1, a student who can be recognized as being considered to have been enrolled in the Graduate School for a period not exceeding 1 year as stipulated in Graduate School Rules Article 34, Paragraph 3, or a student who is enrolled in the master's course for more than two years (or the relevant duration of study for a student in a program, course or student category whose duration of study is other than two years) may also submit a master's thesis during the specified period in August (February for October new students).
4. The preceding paragraph shall also apply to those who, due to reasons such as leaves of absence, reach the standard two-year duration of study in the month in which the degree is granted under the preceding paragraph.

(Selection of Master's Thesis Reviewer Candidates)

Article 5 In establishing the Review Committee, the head of the program or course (hereafter "Program Director") shall recommend two or more faculty members involved in research supervision, including the student's academic supervisor, to the Faculty Council as reviewer candidates. This shall be done by preparing a list of reviewer candidates (hereafter "List of Reviewers") for each master's thesis and submitting this to the Faculty Council.

- 2 When adding external reviewers to the reviewer candidates defined in the preceding paragraph, a personal record containing said candidate's research history (hereafter "personal record") shall be attached.

(Determination of Master's Thesis Reviewers)

Article 6 Based on nomination by the Program Director, etc., the Faculty Council shall determine reviewers to review the submitted thesis, as entrusted by the President.

2. The Review Committee shall include a chief reviewer who shall summarize the Committee's thesis examination, etc.

(Sending Materials for Master's Thesis Examination)

Article 7 The President shall send the submitted master's thesis to the chief reviewer as materials for thesis examination, etc.

(Implementation of Master's Thesis Examination, etc.)

Article 8 The chief reviewer shall inform the master's applicant of necessary matters regarding final examination.

2. The grade for the thesis examination, etc., shall be determined separately (i.e., separate grades will be given for the thesis and the final examination) and expressed as a Pass or a Fail.
3. Even if a master's applicant passes the thesis examination, etc., if he/she fails to earn the required credits for program completion by the academic record submission deadline, the passing grade given by the Review Committee shall be revoked.

(Report of Results of Master's Thesis Examination, etc.)

Article 9 Upon completion of the thesis examination, etc., the chief reviewer shall report the results of the thesis examination, etc., to the President via the designated form (Appended Form 2-1).

2. The chief reviewer shall submit the thesis on which review, etc., was conducted to the Program Director, etc.

(Making the Master's Thesis Available for Perusal)

Article 10 Upon receipt of a copy of the thesis from the chief reviewer, the Program Director, etc., shall make it available for perusal in the place designated by the Program or Course (hereafter "Program, etc."), for the period of one week (as a rule), prior to the Faculty Council meeting for discussion on granting degrees.

2. Upon completion of the perusal period, the Program Director, etc., shall submit the thesis to the President.

(Granting Master's Degree, etc.)

Article 11 The President shall, subject to the deliberation of the Faculty Council, decide whether to grant a degree to each applicant and inform the applicant of the

results by posting a notice or other means.

2. The degree shall be granted in March.
3. Notwithstanding the provision of the preceding paragraph, a person who has made an application pursuant to the provision of Article 4, paragraphs 3 and 4, shall be granted the degree at the end of the first semester.

Chapter 3 Granting Doctoral Degree

Section 1 Course-based PhD

(Mid-term Presentation of Doctoral Thesis)

Article 12 A student enrolled in the doctoral course must make a mid-term presentation one year before the expected completion of the program, in principle. In the mid-term presentation, the student must present the progress of his/her research for the thesis. The student may be given an oral or written examination if the Department deems it necessary.

2. The provisions of the preceding paragraph notwithstanding, students enrolled in the Nagoya Institute of Technology and University of Wollongong Joint Degree Doctoral Program in Informatics (hereafter the “Joint Degree Doctoral Program in Informatics”) shall have a final research plan reviewed by one year after admission, and an interim research report reviewed by one year before completion.
3. The Director of the Graduate School of the Department shall report the results of the mid-term presentation (for the Joint Degree Doctoral Program in Informatics, a review of the final research plan and interim research report) to the President, via the appended form No. 8.

(Qualification for Course-based PhD Application)

Article 12-2 Persons who are eligible to apply for a course-based PhD are those who qualify to submit their doctoral thesis under the provision of Article 8, paragraph 3 of the Graduate Study Regulations.

(Departmental Preliminary Review to Decide Whether to Accept a Doctoral Thesis)

Article 13 An individual applying for a course-based PhD (“course doctoral applicant”) must submit the following required documents through his/her supervisor to the Director of the Graduate School of the Department for preliminary review:

- (1) Draft of the doctoral thesis
 - (2) Summary of the thesis.
2. The doctoral applicant must submit the documents listed in the preceding paragraph no later than two months before the degree application. The time for preliminary review shall be decided by the Director of the Graduate School of the Department.

3. The Director of the Graduate School of the Department shall hold a preliminary review meeting with the Department's faculty members in charge of doctoral research guidance to examine the documents submitted and decide whether to accept the thesis for review.

(Unofficial Announcement of Acceptance of Doctoral Thesis)

Article 14 The Director of the Department shall inform the doctoral applicant of the results of the preliminary review.

(Course-based PhD Application and Application Period)

Article 15 A course-based PhD applicant, upon being informed that his/her thesis has been accepted for review, must submit the following documents through his/her supervisor to the President.

- (1) Degree Application Form (Appended Form No. 1-1) 1 copy
- (2) Doctoral Thesis 2 copies
- (3) Thesis Bibliography (Appended Form No. 4-1) 4 copies
- (4) Thesis Summary (Appended Form No. 5-1) 5 copies
- (5) Resume (Appended Form No. 6) 4 copies
- (6) Notice of Acceptance of Thesis (Appended Form No. 7-1) 1 copy

2. A course-based PhD applicant must apply for granting degrees while enrolled in the program. The documents listed in the preceding paragraph shall be submitted during the specified period in January (June for October new students).

3. Notwithstanding the provision of the preceding paragraph, if the course-based PhD applicant is enrolled or is expected to be enrolled in the doctoral course for more than three years, he/she may submit the documents listed in Paragraph 1 during the specified period in March, June or September.

4. The preceding paragraph shall also apply to those who, due to reasons such as leaves of absence, reach the standard three-year duration of study in the month in which the degree is granted under the preceding paragraph.

5. Notwithstanding the provision of Paragraph 2, a person who applies for granting degrees pursuant to the proviso of Article 35, paragraph 1 of the Graduate School Rules may submit the documents listed in Paragraph 1 during the specified period in March, June or September.

(Selection of Thesis Reviewer Candidates)

Article 16 When establishing the Review Committee for course-based PhDs, (excluding the Department of Nanopharmaceutical Science and the Joint Degree Doctoral Program in Informatics), the Director of the Department shall nominate reviewer candidates to the Faculty Council by preparing a list of reviewers for each

doctoral thesis and submitting it to the Faculty Council as follows.

- (1) The applicant's supervisor
 - (2) One or more faculty members in charge of doctoral research guidance
 - (3) One or more external reviewers
- 2 For external reviewer candidates, a personal record containing said candidate's research history shall be attached.

(Selection of Reviewer Candidates for Doctoral Theses in the Cooperative Department of Nanopharmaceutical Science)

Article 16-2 When establishing the Review Committee for course-based PhDs in the Department of Nanopharmaceutical Science, the Director of the Department shall nominate the reviewer candidates listed in the following items to the Faculty Council by preparing a list of reviewers for each doctoral thesis and submitting it to the Faculty Council.

- (1) Academic supervisor
 - (2) One or more faculty members involved in research supervision
 - (3) One or more faculty members from the Nagoya City University Graduate School of Pharmaceutical Sciences Department of Nanopharmaceutical Science qualified to act as research leaders
- 2 When adding external reviewer candidates to the reviewer candidates in the preceding paragraph, the provisions in Paragraph 2 of the preceding Article shall apply.

(Selection of Reviewer Candidates for Doctoral Theses for the Joint Degree Doctoral Program in Informatics)

Article 16-3 When establishing the Review Committee for course-based PhDs in the Joint Degree Doctoral Program in Informatics, the Director of the Department shall nominate the reviewer candidates specified in Article 10.2, Paragraph 2 of the Rules on Academic Degrees to the Faculty Council by preparing a list of reviewers for each doctoral thesis and submitting it to the Faculty Council.

- 2 With regard to the selection of external reviewer candidates, the provisions of Article 16, Paragraph 2, shall be applied mutatis mutandis.

(Determination of Course-based PhD Thesis Reviewers)

Article 17 With regard to the determination of reviewers in the Faculty Council, the provision of Article 6 shall be applied mutatis mutandis. In this case, for thesis examination in the Cooperative Major in Nanopharmaceutical Sciences and the Joint Degree Doctoral Program in Informatics, a chief reviewer shall be selected from among the faculty members in charge of research guidance other than the applicant's chief supervisor.

(Public Thesis Defense for Course-based PhD)

Article 18 The Review Committee shall hold a public thesis defense, prior to the thesis examination, etc. The chief reviewer shall act as an MC at the public thesis defense.

2. The course doctoral applicant shall present his/her thesis at the public thesis defense.
3. The chief reviewer shall inform the course-based PhD applicant of the details of the thesis defense (date and time, etc.) and announce the holding of the thesis defense to each department of the Graduate School and the relevant divisions via bulletin, at least one week prior to the defense.

(Sending of Materials for Course-based PhD Thesis Examination)

Article 19 The President shall send the submitted documents (from 2) to 5) in Article 15, paragraph 1) to the chief reviewer as materials for thesis examination, etc.

(Implementation of Course-based PhD Thesis Examination, etc.)

Article 20 With regard to the implementation of thesis examination, etc., by the Review Committee, the provision of Article 8 shall be applied mutatis mutandis.

(Report, etc., of Results of Course-based PhD Thesis Examination, etc.)

Article 21 Upon completion of the thesis examination, etc., the chief reviewer shall submit one copy of each of the following documents to the President.

- (1) Report on the Results of Thesis Examination, etc. (Appended Form No. 2-2)
 - (2) Summary of the Review Results (Appended Form No. 3)
 - (3) Summary of the Thesis (the one examined by the reviewers)
2. The chief reviewer shall submit a copy of the thesis examined by the Review Committee to the President and another copy to the Director of the Graduate School of the relevant Department.

(Making a Doctoral Thesis Available for Perusal, etc.)

Article 22 Upon receipt of a copy of the thesis from the chief reviewer, the Director of the Graduate School of the Department shall make it available to faculty members in charge of doctoral research guidance for perusal, at the place designated by the Department, for the period of one week (as a rule), prior to the Faculty Council meeting for discussion on granting degrees.

2. The President shall distribute copies of the review results summary and the thesis summary to each department of the Graduate School and the relevant divisions to make them available for perusal.

(Granting Course-based PhD, etc.)

Article 23 With regard to granting degrees, etc., the provision of Article 11 shall be applied mutatis mutandis. In this case, “Article 4, paragraphs 3 and 4” in Paragraph 3 of said article shall be read as “Article 15, paragraphs 3 and 4,” and the phrase “at the end of the first semester” shall be read as “in June, September or December.”

(Handling of the Joint Degree Doctoral Program in Informatics)

Article 24 If the Joint Degree Doctoral Program in Informatics requires handling differing from these Rules, this shall be permitted based on discussions with the University of Wollongong.

Section 2 Thesis Doctor Degree

(Thesis Examination by the Department in Charge of the Thesis Doctoral Degree)

Article 25 An individual who applies for a thesis doctoral degree shall submit the following documents through the managing professor to the Director of the Department in charge (hereinafter, “Director of the Department in charge”) for preliminary review.

- (1) Doctoral thesis
- (2) Summary of the thesis

2. A thesis doctoral applicant may submit the documents listed in the preceding article at any time.
3. With regard to the preliminary thesis examination by the Department in charge, the provision of Article 13, paragraph 3 shall be applied mutatis mutandis.

(Unofficial Announcement, etc., of Acceptance of Doctoral Thesis)

Article 26 When, as a result of the preliminary review, the Department in charge decides to accept the submitted thesis, the Director of the Department shall report to the President through the Director of the Department in charge regarding the relevant applicant.

2. The managing professor shall inform the thesis doctoral applicant of the results of the preliminary review by the Department in charge.

(Thesis Doctoral Degree Application and Application Period)

Article 27 Upon being informed that the thesis has been accepted for review, the thesis doctoral applicant must submit the following documents through his/her managing professor to the President.

- (1) Degree Application Form (Appended Form No. 1-2) 1 copy
- (2) Doctoral Thesis 2 copies
- (3) Thesis Bibliography (Appended Form No. 4-2) 4 copies
- (4) Thesis Summary (Appended Form No. 5-2) 5 copies

- (5) Resume (Appended Form No. 6) 4 copies
 - (6) Diploma or transcript from the last school the applicant graduated from 1 copy
 - (7) Notice of Acceptance of Thesis (Appended Form No. 7-2) 1 copy
 - (8) Thesis examination fee
2. A thesis doctoral applicant must apply for granting degrees during the specified period in January, March, June or September.

(Selection of Thesis Reviewer Candidates for Thesis Doctoral Degree)

Article 28 When selecting reviewer candidates for thesis-based doctoral degrees, the provisions in Articles 16 through 16.2 shall apply.

(Determination of Thesis Reviewers for a Thesis Doctoral Degree)

Article 29 With regard to the determination of reviewers at the Faculty Council, the provision of Article 6 shall be applied *mutatis mutandis*.

(Public Thesis Defense for Thesis Doctoral Degree, and Sending of Materials for Doctoral Thesis Examination)

Article 30 With regard to the implementation of the public thesis defense and the sending of materials for the doctoral thesis examination, the provisions of Article 18 and 19 shall be applied *mutatis mutandis*. In this case, “Article 15, paragraph 1” in Article 19 shall be read as “Article 26, paragraph 1.”

(Implementation of Thesis Examination, etc., for Thesis Doctoral Degree)

Article 31 The chief reviewer shall inform the thesis doctoral applicant of the necessary matters regarding confirmation of academic ability.

2. The grades for thesis examination, etc., shall be determined separately and expressed as Pass or Fail.

(Report, etc., of Results of Thesis Examination, etc., for Thesis Doctoral Degree)

Article 32 With regard to the report, etc., of the results of thesis examination, etc., the provision of Article 21 shall be applied *mutatis mutandis*.

(Making a Doctoral Thesis Available for Perusal, etc.)

Article 33 With regard to the perusal etc., of a thesis, the provision of Article 22 shall be applied *mutatis mutandis*.

(Granting Thesis Doctoral Degree, etc.)

Article 34 With regard to granting degrees, etc., the provisions of Article 11, paragraphs 1 and 2 shall be applied *mutatis mutandis*. In this case, “March” in

Paragraph 2 of said article shall be read as “March, June, September or December.”

Chapter 4 Miscellaneous Provisions

(Storage, etc., of Master’s Thesis)

Article 35 A thesis for which a master’s degree has been granted shall be stored in the University Library for five years.

2. The handling of the master’s thesis after the storage period has elapsed shall be decided upon in discussion with the relevant Program, etc.

(Storage, etc., of Doctoral Thesis)

Article 36 The electronic data of the thesis for which a doctoral degree has been granted (excluding theses whose full text is published in the Nagoya Institute of Technology Repository) shall be sent to the National Diet Library.

2. A copy of the thesis for which a doctoral degree has been granted shall be stored in the relevant department as well as in the University Library, in which the thesis examination results summary and thesis summary must also be stored together with the copy of the thesis.

Supplementary Provisions

- 1 These detailed rules shall come into force on April 1, 2004.
- 2 With regard to the selection of master’s thesis reviewer candidates and the determination of reviewers, the provisions of Article 5, paragraph 1 and Article 6, paragraph 1 shall be applied for the time being, by reading “Faculty Council” in Article 5, paragraph 1 and Article 6, paragraph 1 as “Educational Committee.”

Supplementary Provision

These detailed rules shall come into force on April 1, 2007.

Supplementary Provision

These detailed rules shall come into force on April 1, 2008, and shall be applied from students admitted in the 2007 academic year.

Supplementary Provisions (Detailed Rules No. 4 of September 28, 2011)

- 1 These detailed rules shall come into force on April 1, 2012.
- 2 With regard to students enrolled in the doctoral course before the date of enforcement of these detailed rules, the provisions then in force shall remain applicable, regardless of the revised provisions.

Supplementary Provision (Detailed Rules No. 5 of February 27, 2013)

These detailed rules shall come into force on April 1, 2013.

Supplementary Provisions (Detailed Rules No. 1 of April 24, 2013)

1 These detailed rules shall come into force on April 24, 2013, and shall be applied from April 1, 2013.

2 The provision of Article 35 of the revised Nagoya Institute of Technology Detailed Rules on Granting Master's and Doctoral Degrees shall be applied to cases where a doctoral degree is conferred after the date of application of these detailed rules; with regard to cases where a doctoral degree is conferred before that date, the provision then in force shall remain applicable.

Supplementary Provision (Detailed Rules No. 9, March 4, 2015)

These detailed rules shall come into effect on April 1, 2015.

Supplementary Provision (Detailed Rules No. 5, February 5, 2018)

These detailed rules shall come into effect on March 1, 2018.

Supplementary Provision (Rules No. 25, March 11, 2019)

These detailed rules shall come into effect on April 1, 2019.

Supplementary Provision (Detailed Rules No. 2, June 5, 2019)

These detailed rules shall come into effect on June 5, 2019.

Supplementary Provision (Detailed Rules No. 7, February 19, 2020)

These detailed rules shall come into effect on April 1, 2020.

Supplementary Provision (Detailed Rules No. 8, February 19, 2020)

1 These detailed rules shall come into effect on April 1, 2020.

2 The Nagoya Institute of Technology Detailed Rules on Granting Master's and Doctoral Degrees revised by these Detailed Rules shall apply to all applicants for degrees from the day they come into effect. For those who applied before these Rules came into effect, the provisions then in force shall remain applicable.

3 For thesis examinations for students admitted to the Institute before AY2019, "Program Director" in the provisions of Articles 5, 6, 9.2 and 10 shall read "Director of the Department," and "Program" in the provisions of Articles 10 and 35 shall read "Department."

Supplementary Provision (Detailed Rules No. 6, January 20, 2021)

These detailed rules shall come into effect on January 20, 2021 and shall be applied from students admitted in the 2021 academic year.

Appended Forms omitted