

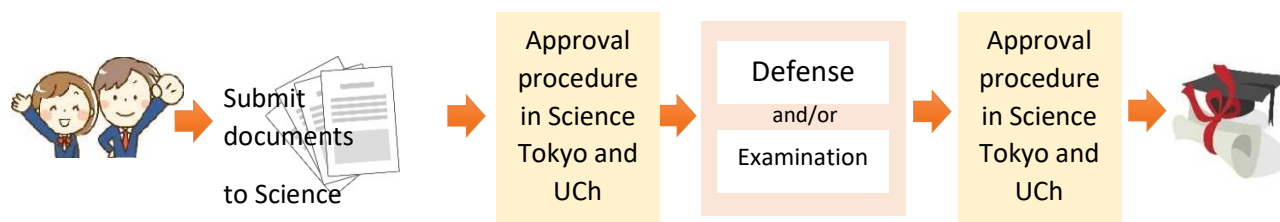
UCh-Science Tokyo JDP

Guideline for the Thesis/Dissertation Defense

<For the students matriculated in 2019>

1. System

There are two available options for the thesis/dissertation defense process. For option No. 1, students registered at Science Tokyo must pass the Dissertation examination. On the other hand, for option No. 2, students registered at UCh must pass 2 exams: The Thesis defense and the final examination. For both cases, the evaluation method used is the oral test approach.



2. Qualification for taking the Thesis/Dissertation defense

- ❖ Students must attend 5 or more years (a maximum of 6 years) and complete the required number of credits (191 credits for the students registered at Science Tokyo, 240 credits and 2480 hours (Including 8 credits (360 hours) at Science Tokyo) for the students registered at UCh).

3. Thesis/Dissertation

- ❖ The thesis/dissertation must be written in English
- ❖ In the case of the Dissertation form, it should be published or accepted through submission to an international academic journal with a referee system, in order to apply for the thesis/dissertation defense. However, this is not a requirement for students who submit their project in the form of a Thesis.
- ❖ In the case of the Dissertation form, if a student fails to submit the dissertation by the application deadline, he/she can submit the official acceptance letter of his/her dissertation instead.

4. Method of conducting the defense

The defense must be conducted via ZOOM.

5. Schedule

Timing	Task at UCh	Task at Science Tokyo
May, 2025	Selection of the screening committee members by JDP Academic Committee	
* Strict deadline 8:00 AM May 23, 2025		Submission of application documents (Except thesis book) to Science Tokyo (For the details; Please refer to “7. Required documents 〈Submit to Science Tokyo〉 ”.)
October- November, 2025	Administrative Applications are due (For published or accepted thesis/dissertations) Student submits the final version of the thesis/dissertation and all applications (which already gained approval from his/her supervisors) to the Thesis/Dissertation Evaluation Committee. *Required documents are listed in the next page	
* Strict deadline 8:00 AM December 19, 2025		Submission of the final thesis
January 28, 2025		Formation of the Screening Committee by the Science Tokyo Graduate School (Medicine) Committee
8:15 AM March 2, 2026 at the latest	Thesis/Dissertation defense and final examination period Screening committee determines the examination result.	
8:00 AM March 4, 2026		(For published or accepted dissertation) Candidate submits 2 offprints and PDF file of the published dissertation

		(or Letter of Commitment & accepted manuscript)
March 5-6, 2026	Approval of the thesis/dissertation defense and final exam by JDP Academic Committee (by email)	
March 18, 2026	Official notification of the result to the student	Evaluation the Science Tokyo Graduate School (Medicine) Committee
March, 2026	Report to the president	
March 31, 2026	Graduation Conferment of a degree *Candidate must have passed private exam and public exam by the date of graduation at University of Chile.	

6. Awarded degree

- ✧ Students will be awarded the Doctor of Philosophy degree at the awards ceremony to be held at UCh (date yet to be decided).

As far as the degree conferring ceremony held at Science Tokyo is concerned, the attendance of JDP students registered at UCh is optional.

7. Required documents

Students are required to submit the following documents to both UCh and Science Tokyo:

<Submit to UCh>

	Materials to submit	Remarks	Number
①	Application for Degree Thesis/Dissertation Examination (Attachment 1: “Solicitud Obtención de Grado”)	*It requires a signature.	1 PDF file
②	Photocopy of Identity Card on both sides		1 PDF file
③	Receipt of conditional deposit (right to obtain an academic degree diploma)	*Purchase online at https://mi.uchile.cl/	1 PDF file
④	Academic Degree Certificate /Professional Title	*(a)University of Chile: simple copy	1 PDF file

		(b) Other Chilean Universities: original title (C) Foreign Universities: original title and legalized copy	
⑤	Proof of Tuition Fee Payment	*Request to the “Dirección Económica de la Facultad de Medicina“	1 PDF file
⑥	Library debt certificate (Attachment 6: “Certificados de no deuda en Biblioteca”)	* For further details, check the document “Certificados de no deuda en Biblioteca”	1 PDF file
⑦	Thesis/Dissertation and the list of Publications	*Submit by E-mail	1 PDF file
⑧	Thesis/Dissertation Permission Form (Attachment 2: “Formulario Autorización de Publicación de Tesis”)	*It requires a signature.	1 PDF file
⑨	Current Activity for the Graduate (Attachment 3: “Ficha Actual del Egresado”)	*Submit to rociobetancourt@med.uchile.cl by E-mail	1 Word file
⑩	Proposal Abstract (Attachment 7)	*Submit to doctorado@med.uchile.cl by E- mail	1 Word file
⑪	Bibliographic References (Attachment 8)	*Submit to doctorado@med.uchile.cl by E- mail	1 Word file
⑫	Thesis/Dissertation Book (Attachment 4: “Formato para Borrador de Tesis y Empastada DCM”)	*On the day of the Thesis/Dissertation Examination, the 4 Thesis Books must be brought in by the student and then distributed as follows: 1 for the student, 1 for the Thesis Director and 2 for the Library. * This applies only for students registered at UCh. For those students registered at Science Tokyo, they may use the digital version.	4 Books
⑬	Approval Sheet (Attachment 4 : “Informe de aprobación tesis de Doctorado	*The Approval Sheet with the original signatures must	4 Original

	en Ciencias Médicas-Formato para Borrador de Tesis y Empastada DCM")	accompany the Thesis/Dissertation Book	
⑭	Documents for the Research Ethics Committee (Attachment 5 :“Listado para entrega de Proyecto de Investigación”)	*In the case of human / animal experiments are included in your thesis/dissertation. *For further details, please check the document “Listado para entrega de Proyecto de Investigación”	

Notes:

- Pay conditional deposit \$ 40,000 (via “mi.uchile”)
- Pay library debt certificate (via online)
- Once all documents have been duly received, the administrative procedures needed for the examination process begins. Note: Such procedure may take more than one month to be fulfilled.
- Due to the pandemic, all the related documents will be accepted via E-mail. However, students must keep all the originals in case they are required to physically submit them in the future.
- All documents must be color scanned.
- All documents must be written in Spanish, so if you have any questions, please consult with your UCh supervisor."

How to submit

Please submit the related documents (①–⑧, ⑩, ⑪) directly via E-mail to Secretary of the Graduate School: (doctorado@med.uchile.cl)

<Submit to Science Tokyo>

No .	Materials to submit	Remarks	Number
①	Application for Degree Thesis/Dissertation Examination	* Fill dates in the document filing date *Need to submit the original document with signature	1
②	Curriculum Vitae (CV)	* See the sample.	1 copy and Word file
③	Thesis/Dissertation Index	* See the sample. Two-sided copy	1 copy and Word file

		* Fill dates in the document filing date *Write the title in English and Japanese. Regarding the title in Japanese, please consult with Science Tokyo supervisor.	
④	Thesis/Dissertation (Offprints)		
	(a) For applications with a published dissertation	Offprints or copies of published thesis/dissertation (Including supplemental data)	1 copy and PDF file
	(b) For applications with an accepted dissertation (1 offprint will be required later)	(a) Letter of acceptance (b) Accepted dissertation (including supplemental data) (c) Letter of Commitment (Attachment 11) *1 offprint and PDF file will be required after the defense.	(a) 1 copy (b) 1 copy and Word file (c) 1 copy
	(c) For applications with a thesis	Thesis Book	PDF file
⑤	Thesis/Dissertation Summary (English, 1000~1300 words)	* English summary should be 1000~1300 words in length, and it also needs to be translated into Japanese (about 600 characters). Regarding the translation into Japanese, please consult with Science Tokyo supervisor.	1 copy and Word file
⑥	Offprints of other articles (if you want to submit)		1 copy and PDF file
⑦	*For only applications with a published or accepted dissertation Author Consent (in case of joint work) (Attachment 10)	*All co-author's signatures are required. Make inquiries of co-authors who reside abroad as early as possible.	1
⑧	*For only applications with a published or accepted dissertation	*Supervisor's signature and seal is required.	1

	Certificate (in case of joint work)		
⑨	Confirmation	* Single-sided copy * If you have received the approval from ethic committees other than Science Tokyo's, please attach the respective copy of the approval certificate. *Supervisor's signature and seal is required.	1 copy
⑩	Confirmation Form for Doctor's Degree Recorded Items		1 copy and Word file
⑪	Graduate Destination Survey	Answer on Microsoft365 Forms	

Notes:

- Please refer to the samples when you fill in the application documents.
- Use a black ink ballpoint pen or word processor. Do not use correction fluid on any of the above documents.
- With regard to Word file or PDF file, please send them by e-mail.
- Dates: Should be filled in the document filing date.
- Documents ③ and ⑤ must be written in Japanese. In that case, please consult with your Science Tokyo Supervisor.

How to submit

Please send the electronic data of ②, ③, ④, ⑤, ⑥ and ⑩ documents to the JD & MPH Group, Yushima Student Office, Student Division, Educational Planning Department by e-mail. (jd@ml.tmd.ac.jp)

Regarding the documents which need your own or your supervisor's signatures (document ①,⑦,⑧,⑨), please send the scanned data by e-mail. JD&MPH Group will ask the faculty member to sign them.

8. Thesis/Dissertation defense

The examination of thesis/dissertations toward doctorate degrees shall be conducted, based on the Diploma Policy, from the perspective of whether the thesis/dissertation fulfills the following conditions and demonstrates the degree applicant's high research ability as an independent researcher and wealth of knowledge as its foundation.

【Diploma Policy】

The Program confers the degree of Doctor of Philosophy on students who attain the required credits, pass the thesis/dissertation defense and final examinations and can do all of the following:

1. Practice highly advanced medical surgery using the latest medical diagnostic equipment and therapeutic instruments in gastrointestinal surgery.
2. Acquire cutting-edge medical techniques using upper gastrointestinal endoscopy and be able to practice advanced internal medicine.
3. Acquire the experience and skills necessary to lead medical teams in clinical practice.
4. Conduct research activities, which are backed up by academic knowledge, to obtain superior results from one's research and disseminate it through publication.
5. Have an expert grasp, through international research experience, of current conditions in the research environment and the associated research methods, and a grasp of related research problems, so that one is able to display the leadership and management capabilities needed for the research process.
6. Unify research results independently and disseminate them internationally by acquiring skills for future planning through debate, summarizing, conference presentation, and thesis examination.
7. Obtain a certificate in a medical specialty in Chile, for Chilean students who have a medical license in their country.

9. Screening committee members for thesis/dissertation defense and final exam

Thesis/Dissertation Examination Committee:

- (1) Dean of the Faculty of Medicine, Science Tokyo;
- (2) Dean of the Faculty of Medicine, UCh;
- (3) At least one person from Science Tokyo professors who was originally in charge of the qualifying examination of the applying student;
- (4) At least one person from UCh professors who was originally in charge of the qualifying examination of the applying student;
- (5) One external expert who was originally in charge of the qualifying examination of the applying student

Notes:

One of the committee members will be appointed as the chairperson. For those students who have registered at Science Tokyo, the chairperson will be one of Science Tokyo professors. Meanwhile, for those students who have registered at UCh, the chairperson will be one of UCh professors instead.

8. Points for attention

Research misconduct

Doctoral thesis/dissertation are to be written in accordance with the Institute of Science Tokyo Code of Good Research Conduct. They shall not contain any fabrication or falsification of data or findings, plagiarism in research-related matters, or other forms of research misconduct, and are to be written without outside assistance.

Fabrication: The invention of non-existent data and/or research findings.

Falsification: The modification of research materials, equipment and/or processes; the processing of research findings, etc. such that they are no longer authentic.

Plagiarism: The appropriation of the ideas, analyses and/or analytical methods, data, findings, research papers and/or terminology of another researcher without their consent or without proper accreditation.

[Reference] Standard of Conduct Regarding Research Activities at Institute of Science Tokyo (https://www.tmd.ac.jp/files/topics/46796_ext_04_46.pdf)

Confirmation (Document⑨)

When research for a doctoral thesis includes any of the following types of research and it is not possible to confirm that such research has been conducted with the prior approval of the relevant committee, etc., or the research is in conflict with the Science Tokyo Code of Good Research Conduct, the submitted thesis may not be recognized as a doctoral Dissertation.

In addition, in principle, with regards to the research used in the doctoral dissertation, the name of the applicant must be listed as a person conducting the research in the application documents to the relevant committee, etc.

(*Required for research conducted by the applicant himself/herself directly). Any serious violation of Science Tokyo's Code of Good Research Conduct will be subject to punishment.

[Type of research]

- (1) Genetic recombination experiments
- (2) Animal experiments
- (3) Experiments using pathogenic microorganisms, etc.
- (4) Experiments using specific pathogens, etc.
- (5) Research using human embryonic stem cells
- (6) Research using human induced pluripotent stem cells
- (7) Human genome/gene analysis research

- (8) Research involving human subjects (or human-derived specimens and/or data, including clinical data, etc.)
- (9) Plans involving the provision of regenerative medicine (Types 1-3)