UCh-TMDU JDP

Guideline for the Thesis/Dissertation Defense

<For the students matriculated in 2017>

1. System

There are two available options for the thesis/dissertation defense process. For option No. 1, students registered at TMDU 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 Thesis 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 TMDU, 240 credits and 2480 hours (Including 8 credits (360 hours) at TMDU) 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.

❖ 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

Date	Task at UCh	Task at TMDU
April 2022	Conduct Academic Committee, and appoint the members of the Thesis/Dissertation Examination Committee.	
June 3, 2022		Submission of Application Documents to TMDU (For the details; Please refer to "7. Required documents 〈Submit to TMDU〉".)
July, 2022	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	TMDU - Screening Committee will be formed
By the middle of July, 2022	Thesis/dissertation defense by the Qualifying examination Committee at UCh.	
By the middle of August, 2022	Thesis/dissertation examination Thesis/Dissertation Examination Committee determine the examination result.	
After the examination	Academic Committee approve the examination result.	
September 2022		TMDU - Screening Committee submits its findings; Candidate submits 1 offprint and

		PDF file of the published dissertation or thesis (or Letter of Commitment & accepted manuscript)
September 2022	Official notification of the result to the student	TMDU – evaluation conducted by the TMDU Graduate School Board on September 7
September 2022	Report to the president	
September 30, 2022	Graduation Conferment of a degree	

6. Awarded degree

✧ Students will be awarded the Doctor of Philosophy degree at the awards ceremony to be held in September 2022 (date yet to be decided) at UCh, and on September 22, 2022 at TMDU.

As far as the degree conferring ceremony held at TMDU is concerned, the attendance of JDP students registered at UCh is optional. However, even if JDP students do not personally attend, their names will still be announced.

7. Required documents

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

<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 TMDU, they may use the digital version.	4 Books
⑬	Approval Sheet (Attachment 4 :"Informe de aprobación tesis de Doctorado en Ciencias Médicas-Formato	*The Approval Sheet with the original signatures must accompany the Thesis/Dissertation Book	4 Original

	para Borrador de Tesis y Empastada DCM”)		
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 TMDU>

No.	Materials to submit	Remarks	Number
①	Application for Degree Thesis/Dissertation Examination (Attachment 1)	* Fill dates in the document filing date * Write the name of the department as it was when you entered *Need to submit the original document with signature	1

②	Curriculum Vitae (CV) (Attachment 3)		1 copy and Word file
③	Thesis/Dissertation Index (Attachment 5)	* See the sample. Two-sided copy * Fill dates in the document filing date *Write the title in English and Japanese. Please consult with TMDU professors.	1 copy and Word file
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). Please consult with TMDU professors.	1 copy and Word file
⑥	Offprints of other articles (if you want to submit)		1 copy and PDF file
⑦	Author Consent (in case of joint work) (Attachment 10)	*All co-author's signatures and seals are required. Make inquiries of co-authors who reside abroad as early as possible.	1
⑧	Certificate (in case of joint work) (Attachment 9)	*Supervisor's signature and seal is required.	1

⑨	Confirmation	* Two-sided copy * If you have received the approval from ethic committees other than TMDU's, please attach the respective copy of the approval certificate.	1 copy
⑩	Confirmation Form for Doctor's Degree Recorded Items		1 copy and Word file

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 TMDU Supervisor.

How to submit

Please send the electronic data of ②, ③, ④, ⑤, ⑥ and ⑩ documents to the JD & MPH Unit, International Exchange Section, Institute of Global Affairs 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 Unit 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/dissertation examination.
7. Obtain a certificate in a medical specialty in Chile, for Chilean students who have a medical license in their country.

9. Judges of the thesis/dissertation defense

Thesis/Dissertation Examination Committee:

(1) Dean of the Faculty of Medicine, TMDU;

(2) Dean of the Faculty of Medicine, UCh;

(3) At least one person from TMDU 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 TMDU, the chairperson will be one of TMDU professors. Meanwhile, for those students who have registered at UCh, the chairperson will be one of UCh professors instead.

10. Points for attention

Misconduct in research activities

Prepare the thesis/dissertation in compliance with Tokyo Medical and Dental University Standard of Conduct for Research Activities and do not commit or help commit any acts of misconduct such as fabrication, falsification or plagiarism.

Fabrication: Creation of non-existent data or research results.

Falsification: Creation of false data or research results by tampering with research materials, apparatus or processes.

Plagiarism: The use of other researchers' ideas, analysis, analytical methods, data, research results, text or terminology in research papers without receiving their consent or appropriate instruction.

[Reference] Tokyo Medical and Dental University Standard of Conduct for Research Activities (https://www.tmd.ac.jp/files/topics/46908_ext_04_10.pdf), Tokyo Medical and Dental University Prevention of Improper Experiments (https://www.tmd.ac.jp/tmd-research/english/rule/prevention-injustice/)

Confirmation (Document (9))
If the research involved in the Doctor's Degree Thesis Application includes the types of research listed below and it cannot be confirmed that the research was conducted with the prior approval of the respective committee(s), the thesis will not be accepted as a thesis for the Doctor's Degree application. Also, if there is any serious violation of Tokyo Medical and Dental University's standard of conduct for researchers, this will be subject to penalty.

[Type of research]
(1) Gene recombination experiments
(2) Animal experiments
(3) Experiments using pathogenic microorganisms
(4) Experiments using specific pathogens
(5) Research using human ES cells
(6) Research using human iPS cells
(7) Human genome/gene analysis research
(8) Research on humans (or human-derived samples, information (including clinical information and epidemiological research)
(9) Plan to provide regenerative medicine (Type 1 – Type 3)