Graduate School of Education

Submission of Doctoral Dissertation

Students graduating from the latter phase of courses in March 2027 should submit the following documents to the Educational Affairs Section.

Submission 1 **【Submission of Google form】**

➢ Submission Form for Doctoral Dissertation
URL: https://forms.gle/TRPvwoVjA1UoSeCy9

※ Before submission, be sure to have the information to be entered on the form (including the thesis/dissertation title) reviewed and approved by your supervisor and associate supervisor.
※ When submitting the form, please be careful when typing all Email addresses.
※ The post-submission process is as follows.
(1) An automated email requesting confirmation of the submitted information is sent to the supervisor and associate supervisor. *No email will be sent to the student.
(2) The supervisor and associate supervisor review the submitted information and complete the faculty confirmation form.
(3) An automated email ("Confirmation of the Doctoral Dissertation Submission Form has been completed") is sent to the student. If the email states that the title needs to be corrected, the student must resubmit the form.
※ If you do not receive the email described in Step (3) within two days of form submission, please check with your supervisor and associate supervisor.

Dead line: 2 weekdays on or before your thesis' submission
（Last dead line: January 7, 2027 (Thu), 17:00）

Submission 2 **【Submission of doctoral dissertation application documents】**

① Doctoral Dissertation [Bound Copy] *Please refer to the attached sheet for the format.	1 book
② Abstract of Doctoral Dissertation *A4 size, approx. 1,000 words / Cover page required.	2 copies
③ Curriculum Vitae (prescribed form)	1 copy
④ List of Publications (prescribed form) *Please refer to the sample form for guidance on completing this form.	1 copy
⑤ Consent Form (if applicable)	1 copy
⑥ Consent Form for Full-Text Photocopying of Doctoral Dissertation Stored in the Library	1 copy
⑦ Confirmation Form for Internet Publication of Doctoral Dissertation	1 copy
⑧ Copy of the automated email received after confirmation by the supervisor and associate supervisor	1 copy each

➢ **Copy of notification email " (3) Confirmation of Doctoral Dissertation Submission Form Completed" (Content Approved)**

Dead line: January 12, 2027 (Tue), 17:00 (Must arrive by mail as well.)

Submission Office: Faculty/Graduate School of Education
(〒980-8576 Kawauchi 27-1, Aoba, Sendai)

Notes on submission

※ **The cover page of the abstract does not need to be boxed in with ruled lines, etc.**

※ **When you submit your doctoral thesis, you will be asked to confirm your name, date of birth, and English spelling of your name as they will appear on your degree certificate.**

※ **Doctoral dissertations may be submitted by mail, provided that a traceable delivery service is used. Please write your student ID number and name clearly on the front of the envelope. Please note that incomplete submissions will not be accepted. Along with the receipt confirmation, we will contact you via your DC-mail account regarding the verification of your name and other information that will appear on your degree certificate. Please be sure to check your DC-mail.**

【Documents for the Dissertation Inspection Committee】

Students may also submit their dissertation to the Dissertation Checking Committee for a format check.
Submission to the Dissertation Checking Committee is optional. Please submit all required documents in both hard-copy and electronic formats.

＊Deadline: **November 27 (Fri), 2026 Until Available at any time**

＊Deliverables:

① Doctoral Dissertation (Simple binding or file binding, does not have to be in its final version) *See Appendix for the format.	1 book
② Abstract of Doctoral Dissertation *A4 size, approx. 1,000 words / Cover page required.	1 copy
③ Curriculum Vitae on the prescribed form	1 copy
④ List of Publications (prescribed form) *Please refer to the sample form for guidance on completing this form.	1 copy
⑤ Consent Form (if applicable)	1 copy
⑥ Return envelope (Letter pack, etc.) *Required when submitting by mail.	1 copy
⑦ Electronic copies of items ①–⑤ above (PDF format) *Save all files in a single folder named “Student ID Number_Full Name” and submit it via a shared Google Drive folder or a similar file-sharing service.	

＊Submission Office: Faculty/Graduate School of Education
(〒980-8576 Kawauchi 27-1, Aoba, Sendai. Email: sed-kyomu@grp.tohoku.ac.jp)

＊Notes on submission:

***The Committee does not review the academic content of your dissertation. It mainly checks that the dissertation and required documents meet the formal and administrative requirements. Since only part of the dissertation is reviewed, please check the entire dissertation and make similar corrections where necessary.**

***Please seek guidance from your supervisor on academic and specialized matters.**

***If binding or other procedures are expected to take time, you may submit your dissertation directly to the Academic Affairs Section without review by the Committee, under the guidance of your supervisor.**

***The inspection process takes approximately 3 weeks after submission.**

***You can submit your application by mail with a delivery record, such as registered mail. Please write your student ID number and name clearly on the front of the envelope.**

October 14th ,2026
Faculty/Graduate School of Education

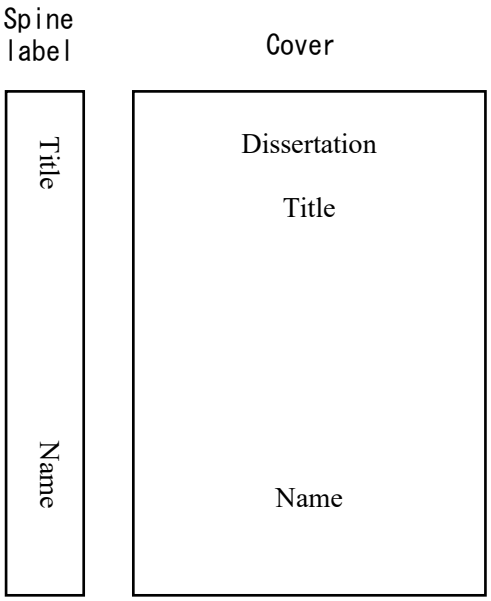
[Doctoral Dissertation Format Requirements]

The bound version of the doctoral dissertation will be kept in the Graduate School of Education Library for long-term preservation and access. Therefore, it must be bound in a durable format.
As a general rule, the dissertation should conform to the specifications below.

1. Cover and Spine label

① Cover
"Dissertation", "Title", and "Name"

② Spine label
"Title", and "Name"



2. Print style

A4 sized documents of portrait orientation

Words per page	450~650 words	
Left and right margins	(One-side)	Left 3.0 cm, Right 2.5 cm
	(Two-side)	Exterior 2.5 cm, Interior 3.0 cm
Top and bottom margins	3.0 cm	
Page number	Foot, center, 1.5cm from the bottom	
Font for text	Times New Roman, 12pt	
Font for chart	Arial, 10pt	
Printing	One-side (two-sided is also acceptable)	
Quality of paper	high-quality paper (100 years preservation)	

※ Please download the format from Google Drive. You will need your Tohoku University ID to log in!

https://drive.google.com/drive/folders/1Ouac7-_mGyu_BOIiILZAtrCj0fQybg54?usp=sharing