

Graduate School of Education

Submission of Doctoral Dissertation

Students graduating from the latter phase of courses in March 2026 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>

- ※ Please check the contents (title, reviewers name, etc.) with your academic advisors before submission.
- ※ Please be careful when typing all Email addresses.
- ※ Procedures of submission are as follows:
 - ① An Email requesting confirmation will be automatically sent to your main/sub academic advisors (you will not receive it).
 - ② They will confirm the content and reply with the teacher confirmation form.
 - ③ An automatic Email ("Your Submission Notification of Individual and Doctoral Dissertation has been confirmed") will be sent to you. If you find the message "The title of the thesis needs to be corrected" in the Email, you must submit the form again.
- ※ If you do not receive any Email within two days of submitting this form, please check with your main/sub academic advisor.

Dead line: 2 weekdays on or before your thesis' submission

(Last dead line: 2026 January 8th (Thu) 17:00)

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

- | | |
|----------------------------------------------------------------------------------------------------------------------------|-------------|
| ① Bound Dissertation
※ See Appendix for the format. | 1 book |
| ② Dissertation abstract
※ A4, about 1,000 words / attach a cover sheet. | 2 copies |
| ③ Curriculum Vitae on the prescribed form | 1 copy |
| ④ Dissertation Index on the prescribed form
※ Please refer to the entry example. | 1 copy |
| ⑤ Letter of Consent (Optional) | 1 copy |
| ⑥ Consent of the copying of the full text for library storage | 1 copy |
| ⑦ Confirmation for internet publication | 1 copy |
| ⑧ A copy of an automatic email with which your main/sub academic advisors have confirmed | 1 copy each |
| ➤ "Your Submission Notification of Individual and Doctoral Dissertation has been confirmed (and its contents are correct)" | |

Dead line:

2026 January 13th (Tue) 17:00 (Must arrive by mail as well.)

To: 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 name of your degree certificate.
- ※ 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. Please note that incomplete submissions will not be accepted. Along with notification of receipt, please be sure to check your DC-mail, as we will contact you later to confirm your name and other information that will appear on your degree.

【Documents for Dissertation Inspection Committee】

Students can also submit their documents to the thesis review committee for a format checked. Submission to the Dissertation Inspection Committee is optional.

* Deadline: **November 28 (Fri), 2025 Until Available at any time**

* Deliverables:

- | | |
|----------------------------------------------------------------------------------------------------------------|--------|
| ① Dissertation (simple binding or filing, does not have to be a final draft)
※ See Appendix for the format. | 1 book |
| ② Dissertation abstract
※ A4, about 1,000 words / attach a cover sheet. | 1 copy |
| ③ Curriculum Vitae on the prescribed form | 1 copy |
| ④ Dissertation Index on the prescribed form
※ Please refer to the entry example. | 1 copy |
| ⑤ Letter of Consent (Optional) | 1 copy |
| ⑥ Return envelope (Letter pack, etc.)
※ Required when submitting by mail. | 1 copy |

Notes on submission

- ※ They do not proofread or peer-review your dissertation but mainly inspect to make sure that the necessary documents are in order, there are no omissions, there are no significant irregularities, etc.
- ※ Professional checks such as proofreading of the dissertation should be done under the guidance of your academic advisor. Therefore, for example, if the binding is likely to take close to the deadline, you can submit your doctoral dissertation directly to the Educational Affairs Section without submitting it to the Inspection 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 8th, 2025
Faculty/Graduate School of Education

[Dissertation Form]

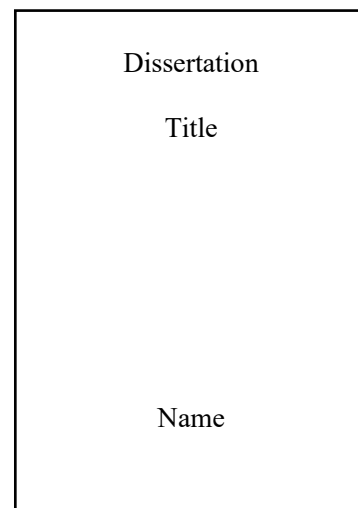
General rules for Dissertation form are as follows;

1. Cover and Spine label

- ① Cover
“Dissertation”, “Title”, and “Name”
- ② Spine label
“Title”, and “Name”

Spine
label

Cover



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://tinyurl.com/ypv7exew>

