

# Guidebook for Application for Doctorate

Rikkyo University

April 1, 2026



## Preface

In accordance with partial revision of the Degree Regulations set by the Ministry of Education, Culture, Sports, Science and Technology, the University has revised “Rikkyo University Degree Regulations” and other rules and regulations related to application for a doctorate and implemented them since academic year 2014-15.

This outline of the current regulation is establishing that publication of doctoral dissertations is changed from conventional printed publication to a web-based one, and using to promote the digitization and open access of education and research results.

Therefore, on this guidebook, we are going to announce to all applicants the procedure of applying for the dissertation review with kindly understanding to the Degree Regulations.

According to the article 16 and 17 of Rikkyo University Degree Regulations, it is established that Grantee of Doctorate Degree must make the doctoral dissertation or the gist. And the doctoral dissertations will be made public using the Rikkyo University Repository. Accordingly, a doctoral dissertation can be submitted by a simple bookbinding method, and one PDF file of the dissertation is required to be handed in. Furthermore, we have drawn up guidelines for writing dissertation titles, which were written in various styles until now.

This guidebook is designed to enable all applicants to understand the revised application procedures and to carry out the procedures smoothly, and help doctoral dissertation to be made public appropriately. Since the guidebook is scheduled to be updated in a timely manner, if you have any questions or requests, please don't hesitate to let the staff in charge know.

We hope that you will be able to complete the application procedures for a doctorate without any delay utilizing this guidebook.

April 2026  
Rikkyo University

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## Notice

This guidebook will be revised as required. Therefore, please refer to the latest version.

## 1 Requirements for Application

Requirements and qualifications for applying for a doctoral degree shall be defined as follows.

(i) Students who have been enrolled in the graduate degree program for at least five years (regarding students who completed the master's program, the two-year duration of enrollment in the master's program is included) and who have obtained prescribed number of credits, received guidance on research are qualified. Note, however, that students who have achieved outstanding research accomplishments and who have been enrolled in the graduate degree program for at least three years shall be qualified (regarding students who completed the master's program, the two-year duration of enrollment in the master's program is included). (Article 6, Paragraph 1 of the Rikkyo University Graduate School Regulations )

(ii) Students who have completed a master's program whose standard program duration is one year or more but less than two years or students who have completed a master's program with the duration of enrollment described in the proviso of the preceding (i) are qualified, after having been enrolled in the graduate degree program for at least three years in addition to their enrollment duration in the master's program, and having received guidance on research. Note, however, that students who have achieved outstanding research accomplishments and who have been enrolled in the graduate degree program for at least three years (including their enrollment duration in the master's program) shall be qualified. (Article 6, Paragraph 2 of the Rikkyo University Graduate School Regulations)

(iii) In the case of students who have completed a professional degree program and are admitted into the doctoral program, they may be qualified after having been enrolled in the doctoral program for at least three years (two years for students who have completed a professional degree program at law school) and after having received guidance on research. Note, however, that students who have achieved outstanding research accomplishments, and who have been enrolled in the doctoral program for at least one year (regarding students who have completed a professional degree program whose standard program duration is one year or more but less than two years, the required duration of enrollment is calculated by subtracting the number of years in the relevant professional degree program from three years of the doctoral program) shall be qualified. (Article 6, Paragraph 3 of the Rikkyo University Graduate School Regulations)

(iv) Students who have been admitted into the doctoral program in accordance with Article 20, Item 5 of the Rikkyo University Graduate School Regulations, who have been enrolled in the doctoral program for at least three years, and who have received guidance on research are qualified. Note, however, that students who have achieved outstanding research achievements shall be qualified after having been enrolled in the doctoral program for at least one year. (Article 6, Paragraph 4 of the Rikkyo University Graduate School Regulations)

(v) An applicant who has submitted a thesis and requested a doctoral degree without completing the doctoral program at this graduate school (Article 6, Paragraph 5 of the Rikkyo University Graduate School Regulations)

## 2 Application Deadlines

When applying for a doctorate by way of advanced course, deadlines for submission of a doctoral dissertation and related documents for doctoral application shall be set by the Graduate School as follows. For detailed deadlines for each academic year, students need to refer to the syllabus and R Guide of their Graduate School. Some Graduate Schools require a preliminary examination prior to application for a doctorate in some cases. Therefore, students need to check the syllabus and R Guide as well.

Name of Graduate School	Conferral in September	Conferral in March
Graduate School of Arts	End of April	End of November
Graduate School of Economics	End of May	End of November
Graduate School of Science	May 15	End of November
Graduate School of Sociology	End of April	End of October
Graduate School of Law and Politics	End of April	End of October
Graduate School of Tourism	Mid-May	Late November
Graduate School of Community and Human Services	Mid-May	Early~Mid November
Graduate School of Business Administration	End of April	End of October
Graduate School of Social Design Studies	End of March	End of September
Graduate School for Intercultural Communication	End of April	End of October
Graduate School of Business	End of April	End of October
Graduate School of Contemporary Psychology	End of April	End of November
Graduate School of Christian Studies	End of April	End of November
Graduate School of Artificial Intelligence and Science	End of May	End of November
Graduate School of Sport and Wellness	Mid-May	Early~Mid November

When applying for a doctorate by way of dissertation, an applicant should confirm the application deadline to each graduate school, regardless of the deadlines listed above. In principle, the thesis review and final examination will be held within one year after receiving the doctoral degree application. For details, please check Article 10 of Rikkyo University Degree Regulations. The timing of degree award will be determined after the thesis review and final examination.

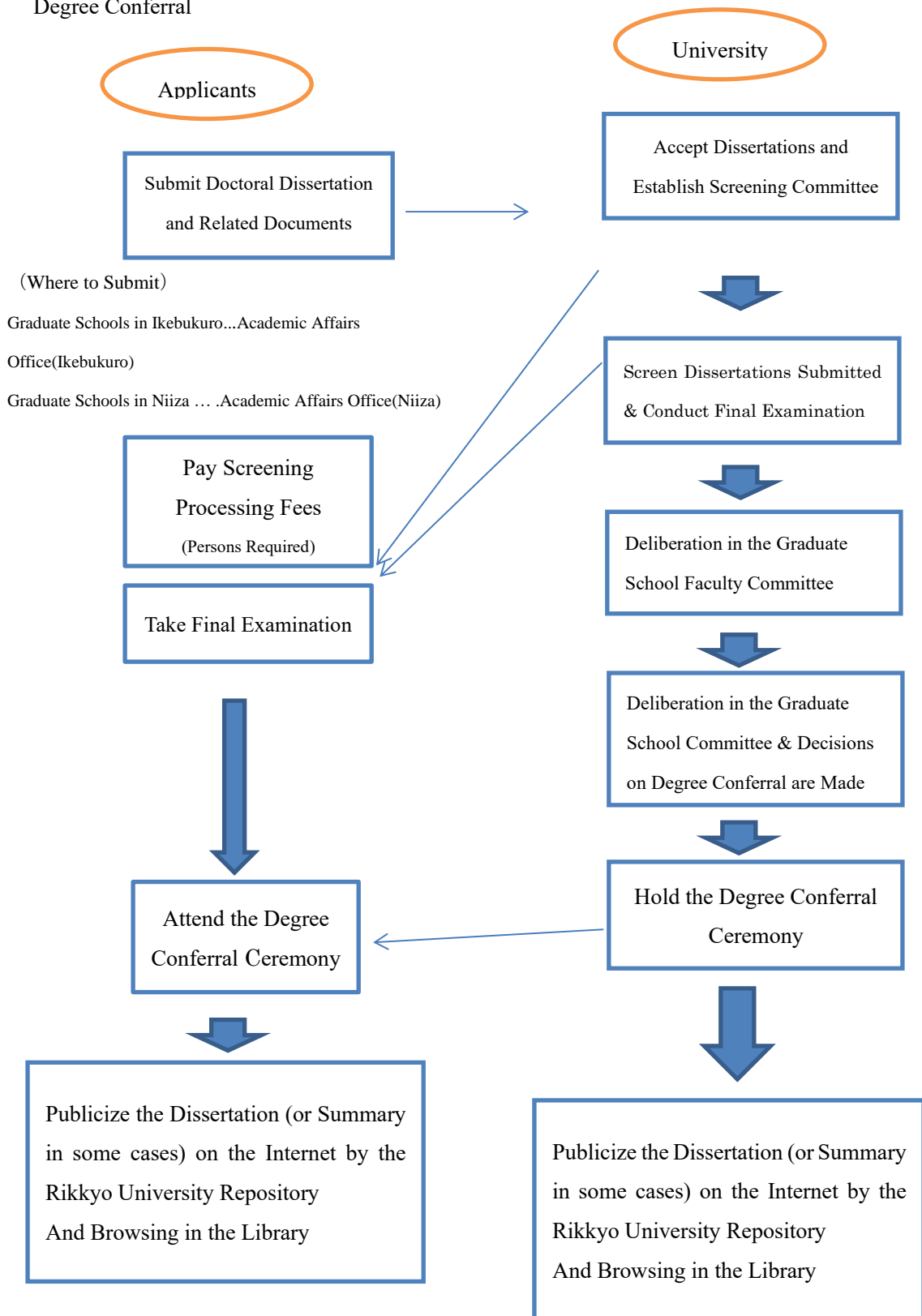
### 3 Where to Apply

Graduate Schools in Ikebukuro Campus      Academic Affairs Office(Ikebukuro)

Graduate Schools in Niiza Campus              Academic Affairs Office(Niiza)

Applicants can receive the necessary application forms at the above office which your school is administered. And the application forms are provided by paper or data (Files made Microsoft Word and Excel) prior to application.

4 Flow chart from Application for Doctorate to Degree Conferral



## 5 Application Procedures for Doctoral Degree

### Submission of Doctoral Dissertation



(1) Submit the doctoral dissertation with one PDF file and case-bound hardcopies (The number of copies is specified by each of the Graduate Schools.).

\*The PDF version can be stored on data storage media such as USB and DVD at your discretion. The submitted PDF will be used when it is made public on the Repository. As for the PDF version to be submitted, refer to the following [Creating PDF Data].

#### [Creating PDF Data]

Data Size	Data size of one file should be 100 MB or less. In principle, all data such as the cover, the table of contents and diagrams should be put into a single data file. (However, if the data size of a file exceeds 100 MB, the file should be divided into multiple files.)
Points to be Confirmed	Before submission, make sure that there is no error in the entire PDF file, such as layout problems, loss of charts, and missing characters or letters.
Recommended Format for PDF	<p>PDF/A(ISO-19005)</p> <p>*According to the National Diet Library, the recommended electronic data format for doctoral dissertations is PDF/A(ISO-19005). PDF/A(ISO-19005) is a file format designed for long storage. It ensures long-term access to the contents stored using such functions as character font embedding, prohibits encryption, and avoids references to external information sources. PDF/A(ISO-19005) format can be created using Microsoft Word in Microsoft Office and Adobe Acrobat.</p> <p><b>Reference</b> Website of Rikkyo V-Campus SPIRIT, "Saving a document in PDF/A format."            URL <a href="https://spirit.rikkyo.ac.jp/mc/faq/SitePages/00110.aspx">https://spirit.rikkyo.ac.jp/mc/faq/SitePages/00110.aspx</a></p>

\* Case binding is a bookbinding method to wrap all sheets of papers of a doctoral dissertation with a cover (case). The dissertation title and the name of the applicant must be written on the front and back covers. In principle, the size of hardcopies is A4 paper. (Refer to the sample.)

<p><b>* Case Binding</b></p> <p>A bookbinding method to cover all sheets of paper with a case (cover) and the sheets and the case are glued. Like an independent book, all sheets of paper are wrapped by a case, and by strong glue the cover is affixed to the sheets, whose spine is shallowly cut for the glue to grab onto.</p> 	<p><b>*Temporary Binding</b></p> <p>Unlike Case Binding, there is no need to bond all sheets of paper together with glue. Use paper/plastic files or binders to make sure that all documents are firmly bound.</p>  <p>Students of the Graduate School of Science need to refer to their syllabus and R Guide regarding the style of temporary binding required for them.</p>
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- (2) For the following graduate schools, submission of a dissertation to apply for a doctorate may be made by the temporary binding method, and the number of copies to be submitted is determined by each of the graduate schools. At this point, the submission of the PDF file is necessary.

< Doctorate by way of advanced course >

All of the Graduate School

< Doctorate by way of dissertation >

Graduate School of Arts, Graduate School of Science, Graduate School of Sociology, Graduate School of Law and Politics, Graduate School of Tourism, Graduate School of Community and Human Services, Graduate School of Business Administration, Graduate School of Intercultural Communication, Graduate School of Contemporary Psychology, Graduate School of Christian Studies, Graduate School of Artificial Intelligence and Science, and Graduate School of Sport and Wellness

- (3) When applicants who have submitted a temporary-bound doctoral dissertation are requested by the Screening Committee to revise their doctoral dissertation, the applicants shall follow the instructions and revise. After having been judged that the request for revision of their doctoral dissertation is fulfilled, the applicants shall submit one PDF file and case-bound hardcopies (The number of copies is specified by each of the Graduate Schools.) of their doctoral dissertation according to (1). In cases where they are not requested to make any revision, applicants shall follow (1) as well. Regarding relevant procedures, please follow instructions made by each of the Graduate Schools.

#### Submission of Documents Related to Application

The following doctoral application-related documents described in the Rikkyo University Doctoral Application Procedures 7 should be written horizontally either in black or blue ink, and Arabic numerals should be used.

- (1) Application Form for Doctorate
  - (i) On the Application Form for Doctorate, fill in the course name.
  - (ii) Fill in the name of the 2 foreign languages chosen to take an examination in accordance with Article 8, Paragraph 2 of Rikkyo University Degree Regulations (except for persons being exempted according to Article 9 of Rikkyo University Degree Regulations. The person being exempted must draw a diagonal line in the frame.).
- (2) Dissertation Titles
  - (i) The title of the main dissertation must be written accurately and also without omission.
  - (ii) When the title of the main dissertation is written in a foreign language, write its Japanese translation.
  - (iii) For the Graduate School of Science, dissertation titles should be written both in Japanese and a foreign language.
  - (iv) Reference theses mean theses written by an applicant, and the applicant wants them to be referred to when their doctoral dissertation is screened.
  - (v) For the style of writing dissertation titles, follow the guidelines below.

#### **Guidelines for Writing Dissertation Titles in English**

1. Use half-width characters to write dissertation titles in English.
2. The first character of the title and the subtitle should be in capital letters.
3. The title and the subtitle are punctuated with a colon (:).
4. Capitalize only the first character of each word, except for articles, prepositions, conjunctions, academic symbols, abbreviations and proper nouns.
5. Though prepositions are basically written in lowercase letters, the first character of longer prepositions formed with many characters like Among and Through can be in capitals. Also, a phrase used as a preposition such as “out of” can be written in lowercase letters.

#### **Guidelines for Writing Dissertation Subtitles in Japanese**

If an applicant add a subtitle to your dissertation title written in Japanese, the title and the subtitle is connected with a dash (--).

When an applicant write a dissertation title in Japanese and intend to add a subtitle, use a dash (--)on title

The above guidelines are drawn up for form's sake. Therefore, if following the guidelines is inconvenient for the thesis in terms of expression, the guidelines do not apply. Refer to some examples on Page 7 showing more details.

(3) Outline of the Doctoral Dissertation

- (i) In cases where the title of the main dissertation is written in a foreign language, write its Japanese translation.
- (ii) The outline of a doctoral dissertation needs to be written within 4,000 characters in Japanese or within 2,000 words in a foreign language.

(4) Resume

- (i) For educational history, start writing from entrance into high school or equivalent educational institution, in chronological order.
- (ii) Use the Christian Era to indicate years.
- (iii) In the column for permanent legal address, non-Japanese fill in their nationality.

(5) List of Academic Achievements

- (i) Titles of applicant's writings and academic papers are written separately.
- (ii) Degree theses need to be marked with a circle (O) to the left of the thesis name.
- (iii) Use the Christian Era to indicate years.

(6) Graduation Certificate from the last educational institution attended

\*Final school refers to the school in which the student last obtained a degree.

- (i) In cases where the last educational institution is this University, the Certificate is not necessary.
- (ii) In cases where the last educational institution is NOT this University, the Certificate of completion of the last degree program is necessary.

Please note that the Certificate of completion of the last degree program which an applicant has obtained, when he/she is withdrawing from a doctoral program at another graduate school at full time, or withdrawing from a doctoral program at another graduate school after completing credits.

(ex) If an applicant had completed the Master's program at another graduate school and then enrolled in a doctoral program at our school and withdrew from our university, he/she will be required to submit a certificate of Graduation from Master's program at another graduate school.

(7) Application Form of Registration with the Rikkyo University Repository

- (i) Those who were granted a doctoral degree must publicize their doctoral dissertations using the Rikkyo University Repository within one year after receiving the degree (in association with Article 9, Paragraph 1 of the Degree Regulations.) When applying for a doctorate, applicants are required to submit in advance an "Application Form of Registration with the Rikkyo University Repository."

- (ii) If for a compelling reason a person is unable to publicize the full text of his or her dissertation within one year after receiving the doctoral degree, publication of a summary may be substituted for publication of the full text with the approval of the University.

\*Even in this case, Article 9, Paragraph 2 of the Degree Regulations states that "The university and National Institution for Academic Degrees and Quality Enhancement of Higher Education will make the full text of the doctoral dissertation available for viewing according to the request." Therefore, Rikkyo University Library makes bound doctoral dissertation available for viewing only within the library.

Also, National Diet Library provides electronic versions of the full text of doctoral dissertation for viewing within the library according to the operation of this Library.

Note, however, that if the compelling reason is resolved, the person must publicize the full

text of the dissertation immediately (in association with Article 9, Paragraph 2 of the Degree Regulations.) In such cases, the person must inform the University to that effect and follow procedures for publicizing his or her doctoral dissertation in full.

- (iii) As in the case of (ii), a person who wishes to substitute the publication of a summary for his or her dissertation shall describe that intent on a separate sheet of the Application Form of Registration with the Rikkyo University Repository. When the application is approved by the University, the person shall prepare the “Summary of Doctoral Dissertation” following the procedures below and submit a PDF file of the Summary to the graduate school’s office; for example, the College Administration Office. The submitted Summary will be deliberated by each Graduate School Faculty Committee on whether or not the Summary is appropriate for publication. In some cases, applicants may consequently be requested to resubmit.

■ Procedures for Preparing “Summary of Doctoral Dissertations”

Unlike an “outline” in which the main ideas of a dissertation are organized, the “Summary of Doctoral Dissertation” needs to be prepared in a style to display the overall structure of the relevant doctoral dissertation. To be specific, in the Summary, contents of the doctoral dissertation such as theme setting, methodology, experimentation and analysis, and conclusion and examination are summarized and described by chapter.

Format of Summary (consisting of the following three parts):

- (i) Title Page (the dissertation title and the author’s name are written)
- (ii) Table of Contents
- (iii) Summary of Doctoral Dissertation

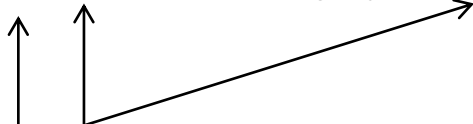
**Payment of Screening Processing Fees**

- (i) After submission of a doctoral dissertation and documents related to application is made by an applicant, the University will decide whether to accept the submitted doctoral dissertation or not and notify the applicant in writing of its decision.
- (ii) Applicants whose doctoral dissertation is accepted shall make payment of the screening processing fees following instructions. Note, however, that in cases where applicants are enrolled in the doctoral program and submit their doctoral dissertation by the end of the semester during which they will have finished receiving guidance on research set forth in Article 6 of the Graduate School Regulations, the screening processing fees shall be free.

**Examples of Writing Dissertation Titles in English**

Example 1 (Basic Pattern)

Search for Exotic Gravitating Objects with Gravitational Lensing

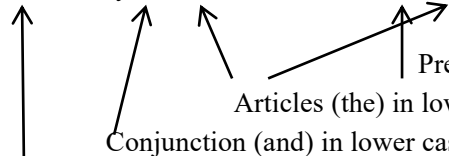


Prepositions (for, with) are in lower case letters, and the first letter of other words are in capital letters. (Guidelines 4)

Capitalize the first letter of the title. (Refer also to Guidelines 2. 1, 4)

Example 2 (Academic Symbols)

G/G Theory and the Bethe Ansatz for the Integrable System

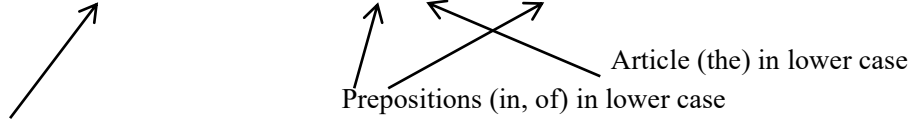


Preposition (for) in lower case  
Articles (the) in lower case  
Conjunction (and) in lower case

For academic symbols/abbreviations, follow actual usage of the symbols. (Guidelines 4)

Example 3 (Subtitle)

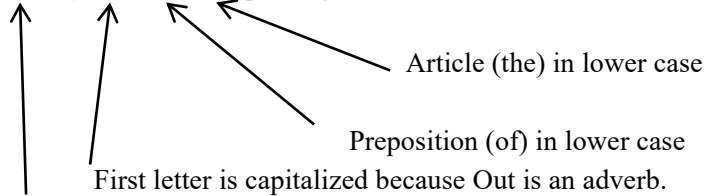
Five Families: Mexican Case Studies in the Culture of Poverty



The main title and the subtitle are punctuated by a colon (:). Like a comma, input a colon following the previous letter without any space, and insert a space after the colon.

#### Example 4 (Prepositions)

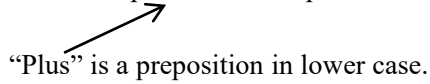
A Way Out of the Exploding Ghetto



First letter is capitalized because Out is an adverb.

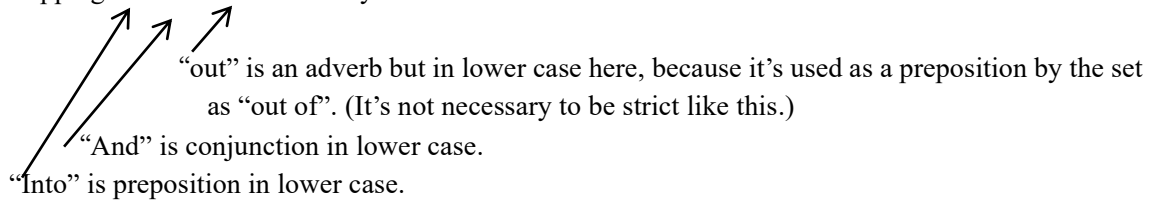
“A” is an article but capitalized because it’s the first letter of the title.

Recession plus Inflation Spells Stasis



#### Example 5 (Prepositions and Adverbs)

Slipping into and out of Poverty



Example 6 (Hyphenated word)

The Dynamics of Dependence: The Routes to Self-Sufficiency

For nouns connected with a hyphen, or a hyphenated word, the first letter of each noun should be capitalized.

Out-of-Wedlock Pregnancy and Childbearing

Example of a hyphenated word consisting of adverb-preposition-noun; “of” is a preposition, so in lowercase.

Example 7 (Abbreviations are capitalized)



AFDC and the Marital and Family Status of Ever-Married Women Aged 15-44: United States, 1950-1970

AFDC (Aid to Families with Dependent Children) is an abbreviation and capitalized.

Example 8 (Proper Nouns)

The first letter of a proper noun is basically capitalized, but with some exceptions: McAfee (company name), McGovern (person’s name), etc.

Reference Information :

<p><b>Degree Regulation (Ministry of Education Ordinance No.9, 1953.)</b></p> <p><a href="https://elaws.e-gov.go.jp/document?lawid=328M50000080009">https://elaws.e-gov.go.jp/document?lawid=328M50000080009</a></p>	
<p><b>Enforcement of ordinance to partially revise degree regulations (Notice of MEXT, 11 March, 2013.)</b></p> <p><a href="https://www.mext.go.jp/a_menu/koutou/daigakuin/detail/1331790.htm">https://www.mext.go.jp/a_menu/koutou/daigakuin/detail/1331790.htm</a></p>	

Note: Above information of website will be written in Japanese.

## Documents Related to Application for Doctorate (Entry Samples)

**Rikkyo University**  
**Application Form for Doctorate**

20XX/ X/ XX  
(Year/Month/Day)

To President of Rikkyo University

(Japanese Syllabaries)

Name ○

Fill in the course name applying for doctorate

Seal

I hereby apply for a doctoral degree in ( xxx Course )  
according to the Degree Regulations of the University.

Fill in the name of 2 foreign languages as set forth in accordance with Article 8.2 of Rikkyo University Degree Regulations.

Foreign Language for examination	Name of 2 Foreign Languages
----------------------------------	-----------------------------

(Write a foreign language name as set forth in 8.2 of the Degree Regulations)

Attached Documents	Screening Processing Fees Receipt Stamp
(1)Dissertation Title (2)Outline of the Doctoral Dissertation (3)Resume (4)List of Academic Achievements (5)Graduate Certificate from the last University (6) Application Form of Registration with the Rikkyo University Repository	

Screening Processing Fees should be paid after your doctoral dissertation is accepted.

# 1 Dissertation Titles

Name of Applicant \_\_\_\_\_ ○○ ○○

Title of Main Dissertation (For titles written in a foreign language, write its

The title of the main dissertation must be written accurately and also without omission

○○○○○○○○○○○○○○

For titles written in a foreign language, write its Japanese translation.

○○○○○○○○○○○○○○

Title of Reference Theses

Follow Guidelines for Writing Titles in English and Subtitles in Japanese that are described on a separate page.

1 ○○○○○○○○○○○○○

○○○○○○○○○○○○○○

2 ○○○○○○○○○○○○○

○○○○○○○○○○○○○○



3 Resume

<p><b>R e s u m e</b></p> <div style="border: 1px dashed black; padding: 5px; width: fit-content;"> <p>paste a photograph of upper- body front-view</p> <p>(Photo size: 4.0×3.0cm)</p> </div>		<p>Japanese Syllabaries (full name in <i>hiragana</i>)</p>		<p>of year/month/day</p>
		<p>male/ female</p>		
		<p>Full name      Rikkyo Taro</p>		<p>seal</p>
		<p>Date of birth      19XX/ XX/ XX</p> <p>(year/ month/ date)</p> <p>(age:      )</p>		<p>permanent legal address</p> <p>Name of Prefecture</p>
<p>Japanese Syllabaries (address in <i>hiragana</i>)</p> <p>address      zip code (171-8501)</p> <p>3-34-1, Nishiikebukuro, Toshima-ku, Tokyo</p>				<p>phone number area code (XXX)</p> <p>XXX - XXXX</p>
Year	Month	Day	Educational History/ License	
○○○	○○	○○	XXX High School enrolled	
○○○	○○	○○	XXX High School graduated	
○○○	○○	○○	Dept. of XX, College of XX, XX University enrolled	
○○○	○○	○○	Dept. of XX, College of XX, XX University graduated	
○○○○	○○	○○	Master's program with Major in XX, Graduate School of XX, XX University enrolled	
○○○○	○○	○○	Master's program with Major in XX, Graduate School of XX, XX University completed	
○○○○	○○	○○	Doctoral program with Major in XX, Graduate School of XX, XX University enrolled	
Year	Month	Day	Degrees Obtained	
○○○○	○○	○○	Bachelor of XX	
○○○○	○○	○○	Master of XX	

In the box for permanent legal address, non-Japanese fill in their nationality

Use the Christian Era to indicate year

For educational history, start writing from entrance into high school.

- Points to note for entry:
- (1) Use either black or blue ink, the square style for Chinese characters, and Arabic numerals.
  - (2) For educational history, start writing from entrance into high school
  - (3) Use the Christian Era to indicate year.
  - (4) In the box for permanent legal address, non-Japanese fill in their nationality.







**(3) Reasons why publication of the full text in the Repository within one year is not possible**

[Graduate Schools decide whether reasons chosen here are compelling or not (pending approval from the University)<sup>\*2</sup>]

Circle [ <input type="checkbox"/> ] (multiple selection is possible)	1	Three-dimensional materials are included in the dissertation. (Describe the specific shape of the materials in the column below)
	2	Due to restrictions related to copyright and personal information (Describe the part of the dissertation involving such restrictions.) *Excluding cases in which publication is possible if partial correction such as masking is used.
	3	Dissertation will be published by a publisher. (Describe in detail below concerning (i) publishing company name, (ii) when it is to be published, (iii) status of the publishing schedule, and (iv) others.)
	4	Dissertation will be published in an academic journal. (Describe status of the scheduled publication, name of the journal, publisher, volume number, and timing of publication.)
	5	To apply for a patent. (Describe status of the application and other details in the column below.)
	6	Others. (Describe reasons in detail in the box below.)

For items you circle in the above table, please describe concrete details item-by-item. If you choose Item 2, 3, or 4, please fill in the scheduled release date.

Item Number	Concrete Details

**In addition, in cases where item 2, 3, or 4 is approved by the University as a compelling reason, and if the University has not been informed by the applicant of release of the dissertation even after the scheduled release date has passed, the dissertation shall in principle be made public five years after the degree was awarded.**

**\*2 Approval from the University and Submission of the Summary of Doctoral Dissertation**

A decision on whether the University approves the reason chosen by the applicant or not will be informed by each Graduate School. For preparing the “Summary of Doctoral Dissertation”, please follow the instructions of the Graduate School you belong to concerning the format of the PDF file, where to submit and so on. The submitted summary will be deliberated by each Graduate School Faculty Committee on whether or not the summary is appropriate for publication. As a result, some applicants may be requested to resubmit in some cases.

The following box is for the Graduate School to fill in (completion by the applicant is not required).

<b>Entry is needed when (3) has been filled out</b>	The Concrete Details of (3) is approved as a “compelling reason” why publication of the dissertation in full in the Repository cannot be made. Year/ Month/ Day  _____ Dean, Graduate School of xxx _____ Seal
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Guidebook on Application for Doctorate

Revised on Apr. 1, 2026

Division of Academic Affairs  
Rikkyo University