

To: KUT doctoral program students

Translation

From: Director, University Library and Academic Information Resources

Notification of Doctoral Dissertation Database Creation and Publication

Following is the doctoral dissertation submission guideline for the students who obtain Ph.D. in March 2016:

1. Deadline for submission of doctoral dissertation

- (1) Deadline for submission of doctoral dissertations: 5p.m., Thursday, March 17, 2016 (The day before commencement). The submission is to be confirmed by the day before commencement, since it is the necessary condition to grant the degree that your doctoral dissertation is publicized on the internet as stipulated under the article 9 of the degree conferment guideline regulated by Ministry of Education, Culture, Sports, Science and Technology. You will be able to make changes to your doctoral dissertation until the day before commencement. However, you will never be able to make any changes to your doctoral dissertation after that day.

2. How to submit your doctoral dissertation

- (1) Get prior approval from your supervisor regarding the final version of your doctoral dissertation, and then submit a CD-R to the Educational Affairs Division.
- (2) Save your doctoral dissertation in PDF and Word format onto a CD-R and submit it to the Educational Affairs Division.
- (3) Write "Doctoral Dissertation", the year of your graduation, your name and student ID number on the CD-ROM with a permanent marker.
- (4) The name of the PDF document should be "xxxxxxx (your student ID number).pdf".
- (5) The name of the Word document should be "xxxxxxx (your student ID number).doc."
- (6) If the doctoral dissertation has been saved in more than one file, please put them together into one file, if possible.

3. Submission of "Agreement Form"

- (1) Since doctoral dissertations have to be opened for public through internet (on-line), permission must be obtained from the copyright holders. Please submit the attached "Agreement Form" to the Educational Affairs Division along with the CD-R. (Because the rule for doctoral degrees in Japan set by the government has been changed since April 2013, if you would not accept (submit) this agreement, you will not be able to get your doctoral degree from KUT. This Agreement (Form) is irrevocable except the withdraw of the doctoral degree.)
- (2) Deadline for submission of the "Agreement Form": 5p.m., Thursday, March 17, 2016

4. Publication of doctoral dissertations

- (1) Doctoral dissertations will be registered and saved in the Kochi University of Technology Academic Resource Repository* (See the separate agreement form).
- (2) Prospective date for publication is June 30, 2016.

*The Kochi University of Technology Academic Resource Repository is a system which saves research achievements completed at KUT in an integrated manner.

(URL <http://kutarr.lib.kochi-tech.ac.jp/dspace/>)

AGREEMENT FORM

Date: _____

I grant the Kochi University of Technology Library permission to create a database of my doctoral dissertation in the Kochi University of Technology Academic Resource Repository and to use the database as stated below.

Name		
Course.		
Student ID No.		
Degree acquisition (year/month)		
Title		
Author's name		
Advisor's name		
Contact	Address	
	Phone number	
	E-mail address	

<Note>

1. This form is an agreement to publicize your doctoral dissertation on the internet under the Right of Reproduction and Public Transmission of Copyright Law. Your doctoral dissertation is required to be publicized on the internet as stipulated under the article 9 of the degree conferment guideline regulated by Ministry of Education, Culture, Sports, Science and Technology.
2. Copying, printing and downloading may be only implemented for the purpose of research or education.
3. At the time of publication, advisor's approval is required.
4. If you wish to delay the publication of your doctoral dissertation, please fill out the section "Publication of your doctoral dissertation".
5. Items written in this Agreement Form will not be used for any other purpose other than those mentioned in this form.
6. You will be able to make changes to your doctoral dissertation until the day before commencement. However, you will not be able to make any changes to your doctoral dissertation after that day.
7. After your doctoral dissertation is once publicized at the Kochi University of Technology Academic Resource Repository, basically, the status of publication cannot be changed.

<Publication of your doctoral dissertation>

In accordance with the degree conferment guideline regulated by Ministry of Education, Culture, Sports, Science and Technology, the full text of doctoral dissertation is required to be publicized at the Kochi University of Technology Academic Resource Repository within a year from the date of commencement. However, if you do not wish to publicize your doctoral dissertation within a year for an excusable reason, only in the case where Kochi University of Technology approves, you can suspend full text publication, and publicize the abstract of your doctoral dissertation instead until the designated termination date of suspension (The suspension period cannot exceed 2 years, and full text of your doctoral dissertation will be publicized within 2 years automatically).

Reason for suspension	
Time of publication	
Approval of Dean, Graduate School of Engineering	*Signature is required only when you suspend full text publication over 1 year.

Note:

Deadline for doctoral dissertations (Pdf and Word format) is 5p.m., March 17, 2016.

Signature: _____