

To: KUT master's program students

Translation

From: The Director, University Library and Academic Information Resources

Notification of Requirements Related to Master's Thesis Database Creation and Publication

The following are the master's thesis submission guidelines for students who will receive a Master's degree in September 2024.

1. Deadline for submission of master's theses : 5 p.m., **Thursday, September 19, 2024.**

2. Master's thesis submission procedure

- (1) Get prior approval from your supervisor regarding the final version of your master's thesis.
- (2) Save your master's thesis and abstract, in PDF format, onto one DVD-R and submit it to KUT Library.
(This is different from doctoral students, who must submit their dissertations to the Educational Affairs Division.)
- (3) On the DVD-R, write with a permanent marker, "Master's Thesis", your year and month of graduation, your name, your student ID number, and the name of your course and laboratory.
- (4) The name of the PDF document file containing your entire thesis should be your student ID number (in English in one byte characters, e.g. "1225000.pdf").
The name of the PDF document file containing your abstract should be "a + student ID number. pdf" (in English one byte characters, e.g. "a1225000.pdf")
- (5) Submit a completed "Agreement to Registration in the Academic Resource Repository" along with the DVD-R, to give permission for external publication. If you do not wish to disclose your documents externally, submit a completed "Request for non-disclosure outside of the university."

3. Submission of two agreement forms

- (1) Your entire master's thesis will be made open to the public (by password authentication only), internally through the campus network, and both internally and externally via the Academic Resource Repository. Therefore, permission for publication must be obtained from all copyright holders. Along with the DVD-R, you must complete and submit to the KUT Library (1) the attached "Agreement Form" to consent to internal publication; and (2) "Agreement to Registration in the Academic Information Repository" to consent to internal and external publication.
- (2) Deadline for submission of the two agreement forms: 5 p.m., **Thursday, September 19, 2024.**

4. Publication of master's theses

- (1) Abstracts of master's theses will be published in the Kochi University of Technology Library Web (on-line). If the Agreement Form contains a statement that the publication of the thesis is postponed, the publication of the abstract will be postponed concurrently.
- (2) Entire master's theses will be released both internally, through Kochi University of Technology Library Web (by password authentication only) and internally and externally through the Kochi University of Technology Academic Resource Repository.
- (3) The tentative date of publication is October 2024.

AGREEMENT FORM

To: The Director, University Library and Academic Information Resources

I grant the Kochi University of Technology Library permission to create a database entry of my master's thesis in the Kochi University of Technology Library Web and to use the database entry as specified below for the purpose of internal publication.

Name		
Course		
Student ID No.		
Date of degree acquisition (year/month)		
Title		
Author's name (If you co-wrote your master's thesis with other students, you should write the names of all authors here.)		
Supervisor's name		
Contact information	Phone number	
	Permanent E-mail address	

<Notes>

1. The scope of disclosure of the entire master's thesis in accordance with this Agreement is within campus, and only via Kochi University of Technology Library, using password authentication. This form is an agreement to make your master's thesis open as stipulated above, under the Right of Reproduction and Public Transmission of Copyright Law.
2. On the Kochi University of Technology Library web page, it is clearly stated that copying, printing and downloading of theses may only be done for the purpose of research or education.
3. Your supervisor's approval is required for publication of your master's thesis.
4. If you wish to postpone the release of your master's thesis, please fill out the section "Postponement of the publication of your master's thesis."
5. Information written in this Agreement Form will not be used for any purpose other than those mentioned in this form.

<Postponement of the publication of your master's thesis >

The release of a master's thesis can be delayed when there is a concern regarding intellectual property protection (such as application for patent, or publication in an academic journal). If you wish to postpone the release of your master's thesis, please specify the reason and specify your preferred release date of your master's thesis. However, the postponement period cannot exceed three years, and the full text of your master's thesis will be made public automatically in three years. Re-postponing is not permitted as of 2017.

Reason for postponement	
Requested date of publication	

Note: The deadline for submission of master's theses (pdf format) is two business days before commencement.

Signature: _____

Date: _____ (Date/Month/Year)

Agreement to Registration in the Academic Resource Repository

To: The Director, University Library and Academic Information Resources

I agree to register my master's thesis, described below, in the Academic Resource Repository of the Kochi University of Technology in accordance with "Kochi University of Technology Academic Resource Repository Guidelines*" for the purpose of its internal and external publication.

Name		
Course		
Student ID No.		
Degree acquisition (year/month)		
Title		
Author's name(s) (If you co-wrote your master's thesis with other students, you should write the names of all the authors here.)		
Supervisor's name		
Contact information	Phone number	
	Permanent E-mail address	

In the case where you signaled your intention to postpone the release of your thesis in the "Agreement Form," registration in the Academic Resource Repository will also be postponed until your desired date of release, as indicated in the "Agreement Form."

* http://www.kochi-tech.ac.jp/library/kutarr/docu/kutarr_policy.pdf

Signature: _____

Date: _____ (Date/Month/Year)

Exhibit (Master)

Request for non-disclosure outside of the university

To: The Director, University Library and Academic Information Resources

As I do not wish to make my entire master's thesis available outside of the university, I request that my thesis not be registered in the Academic Resource Repository of the Kochi University of Technology.

Name	
Course	
Student ID No.	
Degree acquisition (year/month)	
Title	
Author's name(s) (If you co-wrote your master's thesis with other students, you should write the names of all the authors here.)	
Reason for non-disclosure	
Signatures of authorizers	Supervisor
	Head of the course

Signature: _____

Date: _____ (Date/Month/Year)