

To: KUT doctoral program students

Translation

From: The Director, University Library and Academic Information Resources

### Notification of Requirements Related to Doctoral Dissertation Database Creation and Publication

The following are the doctoral dissertation submission guidelines for students who will receive a Ph.D. in September 2025.

#### 1. Deadline for submission of doctoral dissertations

- (1) The deadline for submission of doctoral dissertations is 5 p.m., **Tuesday, September 2, 2025**. If you (the student) wish to edit your dissertation after submission, you may make changes to your doctoral dissertation until 5 p.m. **September 17**, but only with the permission of your supervisor.

#### 2. Doctoral dissertation submission procedure

- (1) Get prior approval from your supervisor regarding the final version of your doctoral dissertation.
- (2) Save your doctoral dissertation as one file in PDF format on a DVD-R.
- (3) On the DVD-R, write with a permanent marker: "Doctoral Dissertation"; your year of graduation (academic year); your name; and your student ID number.
- (4) The name of the PDF document file should be "xxxxxxx (your student ID number in English in one byte characters).pdf".
- (5) If the doctoral dissertation has been saved as more than one file, please combine those files into one file, if possible.
- (6) Submit the dissertation, saved on a DVD-R, to the Educational Affairs Division.

#### 3. Submission of "Agreement Form"

- (1) Since there is a requirement that doctoral dissertations be made open to the public via the Internet (on-line), permission must be obtained from the copyright holders. Please complete and submit the attached "Agreement Form" to the Educational Affairs Division, along with the DVD-R.

Note: according to the government rules regarding doctoral degrees in Japan, as of April 2013, if you do not submit the agreement form mentioned above, you will not be able to receive your doctoral degree from KUT. This agreement is irrevocable except in the case of the withdrawal of your doctoral degree.)

- (2) Deadline for submission of the "Agreement Form": 5 p.m., **Tuesday, September 2, 2025**.

#### 4. Publication of doctoral dissertations

- (1) Doctoral dissertations will be registered and stored in the Kochi University of Technology Academic Resource Repository\* (see the separate agreement form).
- (2) The prospective date of publication is **the end of December, 2025**.

\*The Kochi University of Technology Academic Resource Repository is a system which stores in an integrated manner all education and research achievements completed at KUT.

Repository URL: <https://kutarr.kochi-tech.ac.jp/>

## 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 doctoral dissertation in the Kochi University of Technology Academic Resource Repository and to use the database entry as specified below.

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

## &lt;Note&gt;

1. This form is an agreement to make your doctoral dissertation public on the internet under the Right of Reproduction and Public Transmission of Copyright Law. Your doctoral dissertation is required to be made public on the Internet as stipulated under article 9 of the degree conferment guidelines issued by the Ministry of Education, Culture, Sports, Science and Technology.
2. On the Kochi University of Technology Academic Resource Repository web page, it is clearly stated that copying, printing and downloading of repository items may be done only for the purpose of research or education.
3. Your supervisor's approval is required for your doctoral dissertation to be made public.
4. If you wish to postpone the publication of your doctoral dissertation, please fill out the section "Publication of your doctoral dissertation" below.
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 one business 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 has been made public via the Kochi University of Technology Academic Resource Repository, in principle the status of publication cannot be changed.

## &lt;Publication of your doctoral dissertation&gt;

In accordance with the degree conferment guideline issued 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 one year of the date of commencement. However, if you do not wish to publicize your doctoral dissertation within one year for some admissible reason, only if Kochi University of Technology approves, you can postpone full text publication, and release only the abstract of your doctoral dissertation until the designated termination date of the postponement period. (The postponement period cannot exceed 2 years, and full text of your doctoral dissertation will be made public automatically 2 years from the date of commencement).

Reason for postponement	
Date of the end of postponed period	
Approval of Dean, Graduate School of Engineering	*Signature is required if you are postponing full text release for more than one year.

**Note:** The deadline for submission of doctoral dissertations (pdf format) is 5 p.m. twelve business days before commencement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (Date/Month/Year)