

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.

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

- (1) The deadline for submission of doctoral dissertations is 5 p.m. on the day that is twelve business days before commencement. If you (the student) wish to edit the format, you may make changes to your doctoral dissertation until 5 p.m. on the day that is two business days before commencement, 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, and then submit the dissertation, saved on a CD-R, to the Educational Affairs Division.
- (2) Your doctoral dissertation must be saved as one file in PDF format on a CD-R.
- (3) On the CD-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.

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

- (1) Since doctoral dissertations have to be made open to the public via the 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.

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

- (2) Deadline for submission of the "Agreement Form": 5 p.m. on the day that is twelve business days before commencement.

#### 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 within three months of commencement.

\*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: <http://kutarr.lib.kochi-tech.ac.jp/dspace/>

## AGREEMENT FORM

To: The Director, University Library and Academic Information Resources

I grant the Kochi University of Technology Library permission to create a database item of my doctoral dissertation in the Kochi University of Technology Academic Resource Repository and to use the database item 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 guideline regulated by the Ministry of Education, Culture, Sports, Science and Technology.
2. On the Kochi University of technology Academic Recourse Repository webpage, it is clearly stated that copying, printing and downloading 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 format 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, basically, the status of publication cannot be changed.

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

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 postpone full text publication, and release only the abstract of your doctoral dissertation until the designated termination date of postponement (The postponement period cannot exceed 2 years, and full text of your doctoral dissertation will be made public automatically within 2 years from the date of commencement).

Reason for postponement	
Time of publication	
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. on the day that is twelve business days before commencement.

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

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