

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.

1. Deadline for submission of master's theses : 5 p.m. on the day that is two business days before commencement.
2. Master's thesis submission procedure
  - (1) Get prior approval from your supervisor regarding the final version of your master's thesis, and then submit the thesis, saved on a CD-R, to the KUT Library. (This is different from doctoral students, who must submit their dissertations to the Educational Affairs Division.)
  - (2) Save your master's thesis and abstract, in PDF format, onto one CD-R and submit them to KUT Library.
  - (3) On the CD-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. "1015000.pdf"), and the name of abstract document file should be "a + student ID number. pdf" (in English one byte characters, e.g. "a1015000.pdf")
  - (5) Submit an "Agreement to Registration in the Academic Resource Repository" along with CD-R, for external publication. If you do not wish to disclose externally, submit a "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 must be obtained from all copyright holders. You must complete and submit the attached "Agreement Form" to consent to internal publication and "Agreement to Registration in the Academic Information Repository" to consent to internal and external publication to the KUT Library along with the CD-R.
  - (2) Deadline for submission of the two agreement forms: two business days before commencement.
4. Publication of doctoral dissertations
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).
  - (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.
  - (2) The tentative date of publication is within three months of commencement.

## 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.		
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	Address	
	Phone number	
	Permanent E-mail address	

## &lt;Notes&gt;

1. The scope of disclosure of the entire master's thesis based on 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 webpage, it is clearly stated that copying, printing and downloading may only be done for the purpose of research or education.
3. To publicize your master's thesis, your supervisor's approval is required.
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. Items written in this Agreement Form will not be used for any purpose other than those mentioned in this form.

## &lt;Postponement of the publication of your master's thesis &gt;

The release of a master's thesis can be delayed when intellectual property protection (such as application for patent, or publication in an academic journal) is concerned. If you wish to postpone the release of your master's thesis, please specify the reason and write down your preferred release time of your master's thesis. However, the postponement period cannot exceed 3 years, and the full text of your master's thesis will be made public automatically within 3 years. Re-postponing is no longer permitted, as of 2017.

Reason for postponement	
Date of release	

**Note: The deadline for master's theses (pdf format) is on the day that is two business days before commencement.**

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

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

Exhibit (Master)

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	Address	
	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 is also 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](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)