

## 4. Procedures

## To candidates intending to present doctoral theses for defense Kyoto University

The Degree Regulations were partially revised as of April 1, 2013, as follows.

◎ Degree Regulations (Ministry of Education, Science and Culture Order No. 9, 1953)

[...]

Article 9 Those upon whom a doctoral degree is conferred shall publish the full text related to conferment of said degree within one year of the date of conferment of said doctoral degree.

However, this does not apply when publication occurs prior to conferment of said doctoral degree.

2 Regardless of the previous clause, in unavoidable circumstances, with the permission of the university or incorporated administrative agency university evaluation or degree awarding body, the person upon whom the doctoral degree is conferred may publish an abstract of the content of the thesis in place of the full text related to conferment of said doctoral degree. In this case, the university or incorporated administrative agency university evaluation or degree awarding body shall make the full text of the thesis available for viewing if requested.

3 With the cooperation of the university or incorporated administrative agency university evaluation or degree awarding body that conferred said doctoral degree, those upon whom a doctoral degree is conferred shall use the Internet to publish, according to the provisions of the previous two clauses.

[...]

※ Parts that have been changed are underlined.

See the URL below for the full text.

[http://www.mext.go.jp/a\\_menu/koutou/daigakuin/detail/1331790.htm](http://www.mext.go.jp/a_menu/koutou/daigakuin/detail/1331790.htm)

Accordingly, those upon whom a doctoral degree was conferred after April 1, 2013 need to publish the full text (or an abstract of the content) of said doctoral thesis on the Internet rather than in print.

In response to this issue, Kyoto University publishes doctoral theses in the Kyoto University Research Information Repository (KURENAI), and we thus request your cooperation in preparing your doctoral thesis for publication after degree conferment in the following way.

1. Please submit the following documents and data at the time of applying for thesis defense.

A. Full text of degree thesis

1) File format: PDF

Recommended software: Adobe Acrobat

PDF version: PDF/A (ISO-19005)

Font embedding: Embed all fonts

Security settings: Do not set security settings

File size: Each file 100MB or less (multiple files possible)

(1) Font embedding

Please set to embed all fonts. (If special fonts are used and not embedded, this can cause loss of text when the PDF is created.)

Please be sure to check the text of the PDF file before submission.

If the text in the PDF is not accurate, for example if characters are garbled or not displayed correctly, it is possible that the document will not appear in full-text searches of the repository, which will be detrimental to both the author and users. (It is possible to confirm that the text data of a PDF file is correct by copying and pasting the text.)

(2) Security settings

Please do not use security settings such as encryption, password, limitations on printing, etc.

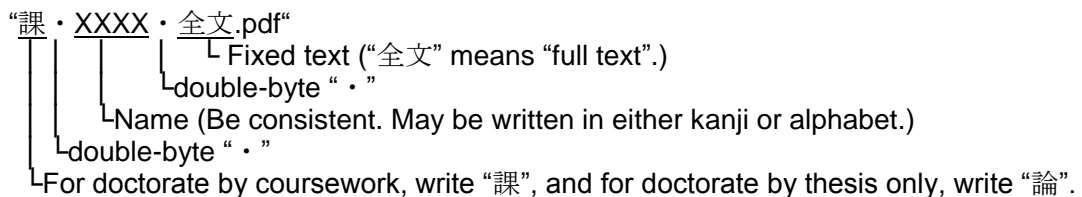
(3) File size

File size for each file should be 100MB or less.

File sizes can become extremely large if the thesis has a lot of photos, charts and diagrams. In such cases, please take measures to “reduce file size” when creating the PDF. If the file size is still over 100MB, create multiple, consecutively numbered files, with each file 100MB or less. If the file size is 100MB or less, please submit it as a single file (unless there is a particular reason that it must be submitted as multiple files)

2) File name

Please set the file name as follows.



3) If the doctoral thesis is only available in printed format, please indicate this at the time of submission.

B. “Form 2: Methods of publication of doctoral theses”

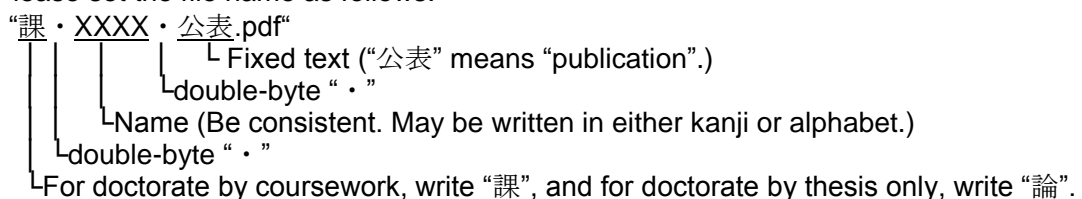
1) Please complete this form after consultation with your supervisor (or Thesis Advisory Committee) on whether to publish the full text or abstract, and the timing of publication.

2) If the full text is to be published, please make completely sure that there are no barriers to registration or making the thesis public, such as copyright issues, before going ahead with registration/publication.

3) Please submit these materials in printed form (with the approval of your supervisor (or Thesis Advisory Committee)) and also in electronic form (the approval of your supervisor (or Thesis Advisory Committee) is not required).

4) File name

Please set the file name as follows.



C. Degree thesis abstract data ← \* Only necessary if abstract publication is selected in B.)

1) File format is the same as for A.

## 2) File name

Please set the file name as follows.

“課・XXXX・要約.pdf”

└ Fixed text (“要約” means “abstract”.)

└ double-byte “.”

└ Name (Be consistent. May be written in either kanji or alphabet.)

└ double-byte “.”

└ For doctorate by coursework, write “課”, and for doctorate by thesis only, write “論”.

Below is a summary of the materials required for submission.

- A. Full text of thesis in electronic form (PDF file)
  - B. “Form 2: Methods of publication of doctoral theses” (printed copy of completed form) (Excel file)
  - C. Abstract of thesis in electronic form (PDF file)
- \* Note that C. is only required if abstract-only publication is requested.

## 2. The process of publication is as follows.

1. The doctoral candidate submits items A-C to the Graduate School of XX.
2. Permission for abstract-only publication and abstract appropriateness is evaluated within the Graduate School.
3. The abstract is written or revised in accordance with the decision made in 2.
4. Items A-C are submitted to the Education Affairs Division Academic Planning Department.
5. A and C are submitted by the Education Affairs Division Academic Planning Department to the affiliated library. Information is provided on publication in the repository according to the data provided in B.