

1. Introduction

In accordance with partial amendment of the Regulations for Academic Degrees (Ordinance of the Ministry of Education No. 9 of 1953), publication on the Internet is required in place of the previous binding of hard copies for students receiving doctoral degrees after April 1, 2013.

The United Graduate School of Agricultural Sciences requires submission on a CD, at the time of application for degree and after granting of the degree, of the forms and publication data of doctoral thesis, etc., by a student who receives a doctoral degree after April 1, 2013. As submitted CDs shall not only be retained at the University but also sent to the National Diet Library, there are detailed regulations on preparation thereof. Hereinafter the details will be described and students shall submit materials to the administrative office of the United Graduate School after confirming the content.

2. Before Data Preparation

(1) Treatment of Copyright

For treatment of copyrights in doctoral theses and online publication of the summaries in place thereof, it is necessary for students to confirm the terms and conditions of journal publishers, etc., because many students will publish content from doctoral theses on the Internet when the major theses are to be or have been published in journals, etc. Please confirm the copyright regulations of the publishers using the academic society copyright policy database (SHERPA/ROMEO and SCPI) in the “Kagoshima University Repository,” posted on the home page of Kagoshima University (Search method is posted on the home page of the United Graduate School of Agricultural Sciences [http://homeugs.agri.kagoshima-u.ac.jp/.](http://homeugs.agri.kagoshima-u.ac.jp/))

If you are not sure about the details, you can inquire with the following contact.

Contact of Consultations on Treatment of Copyright related to Repository Registration (Annexed Library, Academic Content Section)
TEL: 099-285-7445, Ext. 7445

(2) Text Recognition

Submitted data, in particular PDF files, shall not be accepted as the submitted documents unless optical character recognition has been employed and the text is searchable. Please submit only PDF files created on PC and not simple scanned images of the hard copies.

(3) List of Submitted Articles

The submitted articles in connection with online publication of doctoral theses are set forth in the list below, and students are required to submit materials to the administrative office of the United Graduate School of Agricultural Sciences by the due date. The details are as follows.

Submitted Articles	Number of Copies	Due Date of Submission	Required Person
Online publication of doctoral theses (Exhibit Form 1)	1 copy	At the time of thesis submission.	All
CD 1 Record “Data Form 1” and “Abstract of Thesis (one copy each in Japanese and English), PDF”	1 copy	1 st Semester: August 31 2 nd Semester: January 31	All
CD 2 Record “Data Form 2” and the entire doctoral thesis (PDF)	1 copy	1 st Semester: September 14 2 nd Semester: February 28	All
CD 3 Record “Summary of Doctoral Thesis (PDF)”	1 copy	1 st Semester: September 14 2 nd Semester: February 28	All students who chose publication of thesis summary

3. Articles to accompany submission of doctoral thesis

(1) Online Publication of Doctoral Theses (Exhibit Form 1)

Download the prescribed form from the home page of the United Graduate School of Agricultural Sciences <http://homeugs.agri.kagoshima-u.ac.jp/>

Please choose either “publication of entire thesis” or “publication of thesis summary” on the Internet. We assume more students will choose “publication of thesis summary” if they contributed major theses to academic journals due to copyright matters and in such cases, please enter the reason for choosing publication of the summary including examples.

4. Articles to be submitted for review before the Graduate School Faculty Meeting (1st Semester: August 31; 2nd Semester: January 31)

(1) CD 1 (1 copy)

You should submit “Data Form 1” (Excel), which includes the name of the person applying for the degree, the title of the doctoral thesis, and the name of the advisor, etc.; and a CD on which the “Abstract of thesis” (Word: 1 copy each in Japanese and English; after preparation, transform into PDF) is registered.

[1] Data Form 1 (Excel)

Download and enter the prescribed form from the home page of the United Graduate School of Agricultural Sciences. File name shall be “**Form 1_Family Name_First Name_ Student ID Number_Year (A.D.)**”

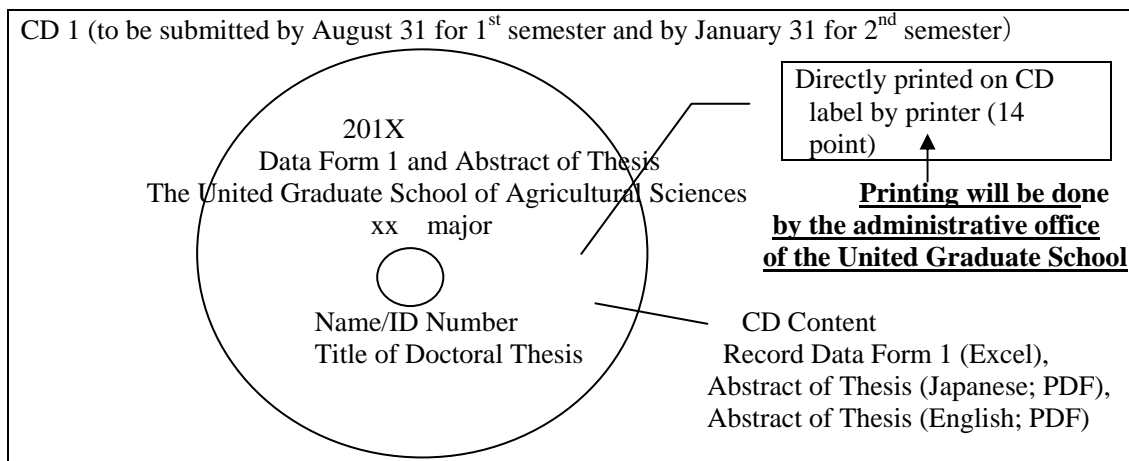
[2] Abstract of Thesis (PDF) (1 copy each in Japanese and English)

Register on CD the PDF file “Abstract of Doctoral Thesis” (Degree Form No. 3) submitted at the time of application for doctoral thesis.

File name shall be

“**Abstract_Family Name_First Name_ Student ID Number_A.D.Japanese.PDF**” and

“**Abstract_Family Name_Name_ Student ID Number_Year (A.D.)English.PDF**”



5. In place of the previous binding of hard copies, submission of the entire doctoral thesis and summary (1st Semester: September 14, 2nd Semester: February 28)

(1) CD 2 (1 copy)

You should submit “Data Form 2” (Excel), including the name of the person applying for the degree, the title of the doctoral thesis, and the name of the advisor, etc., and a CD on which the entire doctoral thesis is registered (PDF).

In 3 (1) above, it is necessary for the student who answered “to replace publication of the entire thesis by the summary of thesis” to submit the entire doctoral thesis. In such a case, the entire thesis will not be published and it will be retained at the Library, etc., to be made available at the request of readers.

[1] Data Form 2 (Excel)

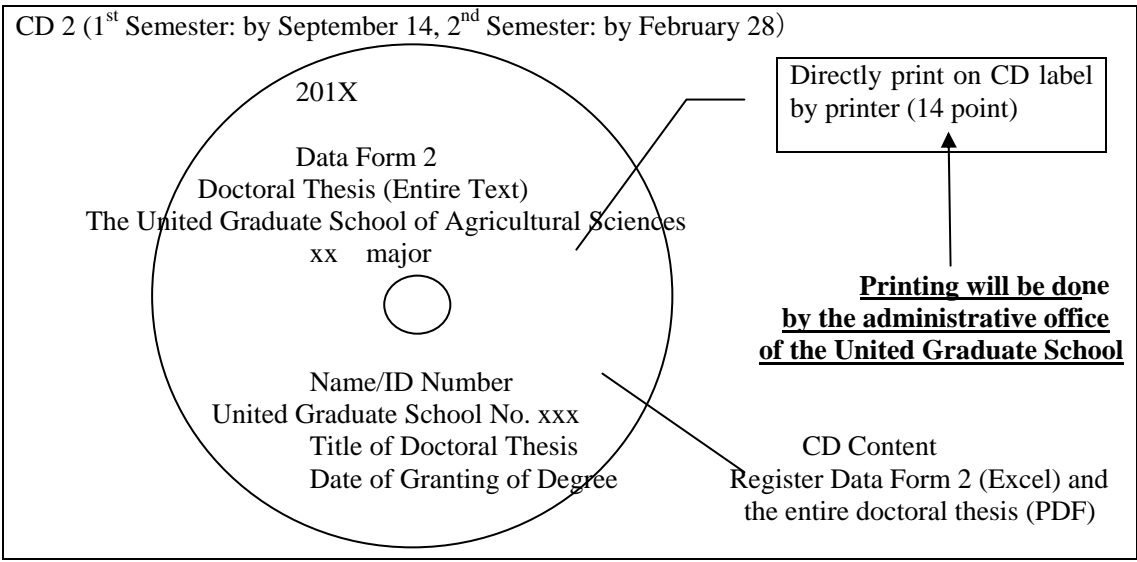
Download and complete the prescribed form from the home page of the United Graduate School of Agricultural Sciences. File name shall be “**Form 2_Family Name_First Name_Student ID Number_Year (A.D.)**”

[2] Entire Doctoral Thesis (PDF)

After preparing the entire doctoral thesis in Word, etc., register on the CD a PDF version of the same file.

File name shall be “**Thesis_Family Name_First Name_Diploma Abbreviation_Year (A.D.)PDF**”

*Diploma abbreviation of the United Graduate School of Agricultural Sciences is RNK.



(2) CD 3 (1 copy)

A student who answered in 3 (1) above as “replacing publication of the entire doctoral thesis by the summary of thesis” shall be required to prepare the summary for online publication and submit with CD 2. A student who answered in 3 (1) above, “I grant permission to publish the entire doctoral thesis” shall not be required to prepare the summary.

After downloading and completing the prescribed form (Word) from the home page of the United Graduate School of Agricultural Sciences and preparing the summary (if required), register on CD a PDF version of the file. File name shall be “**Summary_Family Name_Fiest Name_Diploma Abbreviation_Year (A.D.)**”

*Diploma abbreviation of the United Graduate School of Agricultural Sciences is RNK.

