

# Information for Students Intending to Apply for Doctoral Dissertation

## Examinations

Kyoto University

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

- ◎ Academic Degree Regulations (Minister of Education, Science and Culture Order No. 9, 1953)  
(earlier part omitted)
- Article 9. Those on whom a doctoral degree is conferred shall publish the full text of the dissertation pertaining to the conferral of said doctoral degree within one year from the date of conferment of the doctoral degree. However, this shall not apply when the dissertation was already published prior to conferment of the doctoral degree.
2. Notwithstanding the provisions of the preceding paragraph, where there are unavoidable grounds, an abstract of the content of the dissertation pertaining to the conferral of the doctoral degree may be published in lieu of the full text thereof, with the consent of the university conferring the doctoral degree or the National Institute for Academic Degrees and Quality Enhancement of Higher Education. In such cases, the university or the National Institute for Academic Degrees and Quality Enhancement of Higher Education shall make the full text of the dissertation available for perusal upon request.
3. Publication pursuant to the preceding two paragraphs by those on whom a doctoral degree is conferred shall be effected through use of the Internet, with the cooperation of the university conferring said doctoral degree or the National Institute for Academic Degrees and Quality Enhancement of Higher Education.  
(later part omitted)
- \*The amendments are shown in underlined text. The full text of the regulations in Japanese can be found at:  
[http://www.mext.go.jp/a\\_menu/koutou/daigakuin/detail/1331790.htm](http://www.mext.go.jp/a_menu/koutou/daigakuin/detail/1331790.htm)

Pursuant to the above, those who were conferred doctoral degrees on and after April 1, 2013 are required to make the full text of their doctoral dissertations (or abstract thereof) publicly available not in printed form but online.

To meet this requirement, Kyoto University is providing public access to doctoral dissertations via the Kyoto University Research Information Repository (KURENAI). We request that you make the following preparations for publication of your doctoral dissertation after degree conferment.

1. Submit the following documentation and data when applying for your dissertation examination.

A. Full text data of your doctoral dissertation

1) File format: PDF

Recommended software: Adobe Acrobat

PDF version: PDF/A (ISO-19005)

Font embedding: All fonts embedded

Security settings: No security settings

File size: Maximum of 100MB per file (multiple files are accepted)

(i) Font embedding

Ensure that all fonts are embedded in the file. (If special fonts are used, PDFs created without special fonts embedded might have missing characters.)

Text data embedded in PDF files may differ from the characters displayed on screen or appear garbled. Inaccurate text data may cause inconvenience for both you and repository users, such as the text not displaying in full text searches in the repository. **Be sure to check the embedded text data prior to submission.** (You can check the embedded text data by copying and pasting the text of the PDF file into a Word document.)

(ii) Security settings

Do not set any security restrictions on printing, such as encoding, passwords, or restrictions.

(iii) File size

The maximum size per file should be **100MB**.

File sizes can be extremely large for dissertations that have numerous photographs and figures. In such cases, you should save your file as a “reduced size PDF.” If the file is still more than 100MB, divide it into two or more files of 100MB or less each, and number the files.

**In the absence of special reasons, you should combine your dissertation into a single file, provided it does not exceed the 100MB maximum.**

2) File name

Use the following file name format.

“KATEI\_dissertation-XXXX-full\_text.pdf”

└Fixed text

└Your name (should be consistent in A, B, and C. May be written in either kanji or Roman letters [romaji].)

└“KATEI” for a doctorate by coursework, “RONPAKU” for a doctorate by dissertation

3) In the event that you only have a hard (paper) copy of your dissertation, please contact us prior to submission.

B. “**Form 2** Methods of publication of doctoral dissertations”

1) Complete this form after consultation with your supervisor (or dissertation examiner) to specify whether to allow open access to the full text or publication of the abstract only, and when this should take place.

2) If you select open access to the full text, be fully aware that it is essential to confirm in advance that there are no copyright restrictions or any other impediments to submitting the dissertation to the repository and making it public.

3) This form should be submitted in both hard copy (confirmed by your supervisor or dissertation examiner) and electronic data (your supervisor’s or dissertation examiner’s confirmation not required) formats.

4) File name

Use the following file name format.

“KATEI-XXXX-open\_access.xls(x)”

└Fixed text (“open access”).)

└Your name (should be consistent in A, B, and C. May be written in either katakana or alphabet letters.)

└“KATEI” for a doctorate by coursework, “RONPAKU” for a doctorate by dissertation

C. Dissertation abstract data \*For those who selected publication of their abstract only in item B above

1) File format should be the same as that in item A above.

2) File name

Use the following file name format.

“KATEI -XXXX-Abstract.pdf”

└Fixed text

└Your name (should be consistent in A, B, and C. May be written in either kanji or Roman letters [romaji].)

└“KATEI” for a doctorate by coursework, “RONPAKU” for a doctorate by dissertation

In summary, you need to submit the following items:

A. Full text data of your dissertation (PDF file[s])

B. “Form 2 Methods of publication of doctoral dissertations” (completed and printed)

” ” (Excel file)

C. Dissertation abstract data (PDF file)

\*Items C is only required if you wish your dissertation abstract only to be published.

2. The processing steps for this matter are as follows.

1. A degree candidate submits items A through C to the ASAFAS Student Affairs Office.
2. A review is conducted within the ASAFAS to assess the possibility of abstract publication and the appropriateness of abstract content.
3. The candidate produces or amends abstract data pursuant to the outcome of the review in 2 above.
4. The ASAFAS Student Affairs Office submits items A through C to the Educational Planning Division of the Student Affairs Department.
5. The Educational Planning Division of the Student Affairs Department submits items A and C to the University Library, and at the same time submits data on inclusion in the repository as specified in item B.