Guidelines for the disclosure of the doctoral dissertation on the internet

English Version

in the Administrative Office of the School of Integrative and Global Majors (SIGMA)

**１．Examples of the materials explaining details about the unavoidable reason**

Examples provided below state and explain the unavoidable reason about why the full text of a dissertation cannot be disclosed on the internet in item 3 of Appendix 1.

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| Unavoidable reason about why the full text of the dissertation cannot be disclosed on the internet | Examples of the materials explaining details about the unavoidable reason |
| 1. The dissertation includes contents such as that of solid form that cannot be disclosed on the internet. | The detailed relevant part of the dissertation should be described in Appendix 1. |
| 1. The author has not obtained the copyright holder(s)’s consent regarding their works (figure) being used in the dissertation. | The detailed relevant part of the dissertation should be described in Appendix 1. |
| 1. A part of the dissertation is a work of joint authorship. The consent(s) regarding the disclosure on the internet have not been obtained from all the coauthors. | The copy of the document which include the author’s intension (cannot agree with the disclosure of the dissertation in the Internet) should be attached. |
| 1. The dissertation has an inappropriate part to disclose on the internet considering the protection of the research subjects’ personal information. | The relevant detailed part about the dissertation should be described in Appendix 1. |
| 1. All or a part of the dissertation has been published in an academic journal and the journal’s approval for the disclosure on the internet has not been obtained according to the contract contents. | The copy of the documents equal to the contract should be attached. |
| 1. All or a part of the dissertation has been published as a book and the publishing company’s approval for the disclosure on the internet has not been obtained according to the contract contents. | The copy of the documents equal to the contract should be attached. |
| 1. Throughout all or a part of the dissertation, the publishing contract has been concluded. Therefore, the publishing company’s approval with the disclosure on the internet has not been obtained according to the contract contents. | The copy of the documents equal to the contract should be attached. |
| 1. All or a part of the dissertation will be published in an academic journal or as a book.   Exemption from the obligation to disclose the whole dissertation is limited to a fixed term (three years from the degree conferment) by the SIGMA. The dissertation will be disclosed after three years unless there is reason(s) not to. | The detailed relevant part of the dissertation should be described in Appendix 1.（The name of the journal or book should also be written there.） |
| 1. To apply for a patent, the dissertation cannot be disclosed for a period of time. | The detailed relevant part of the dissertation should be described in Appendix 1. |
| 1. Other than the above, there is a particular reason why the dissertation cannot be disclosed on the internet. | The detailed relevant part of the dissertation should be described in Appendix 1. |

**２．Guidelines for the disclosure of the abstract of the dissertation**

When the dissertation cannot be disclosed under the reason stated in Appendix 1, the abstract of the dissertation is disclosed on the internet instead of the whole dissertation.

According to the following guidelines, academic achievements should be disclosed on the internet as much as possible.

（１）For situation 2 above, the abstract should contain the contents of the dissertation as much as possible except for the part of the work which cannot be disclosed.

（２）For situation 3 above, the abstract must contain the unavoidable reason and state where the relevant part is. Regarding the other parts, the abstract should incorporate the contents of the dissertation, which can be disclosed as much as possible.

（３）For situation 4 above, the abstract must contain the unavoidable reason and state where the relevant part is. Regarding the other parts, the abstract should incorporate the contents of the dissertation, which can be disclosed as much as possible.

（４）For situations 5 and 6, the name of the journal, the volume number, and the corresponding page(s) must be mentioned in the abstract for the readers’ convenience. In addition, the other parts of the dissertation should be disclosed as much as possible.

（５）For situation 9, the abstract must contain the unavoidable reason and state where the relevant part is provided. For the other parts, the abstract should incorporate the contents of the dissertation, which can be disclosed as much as possible.

（６）When the whole or a part of a dissertation will be or has been published in an academic journal or as a book:

1. When it has already been published, the reason and bibliography must be described for the convenience of the readers.
2. When the contract has been concluded, manage it in the same manner as ①.
3. When the decision has been made to publish the dissertation but it has not yet been published, the corresponding part is deleted and the reason of deletion should be stated there. The other parts of the dissertation should be disclosed as much as possible.
4. If the publishing contract has not been concluded but is expected to be published in the near future, the following statement should be included in the abstract: “It will be published within three years.” Any other achievements should be disclosed in such a manner that does not cause any problems.