

## Announcement to students

ATTN: Students Submitting Doctoral Dissertations

### **The publication of your entire doctoral dissertation on the Internet is mandatory.**

Until now, it was required that only printed copies of doctoral dissertations be made publicly available within one year of the students' receiving their doctoral degrees. However, due to revisions to regulations regarding degrees, the method of publication has been changed. Therefore, if you received your degree on April 1, 2013 or later, you must publish the entire text of your dissertation on the Internet. If there are "extenuating circumstances," and these circumstances are recognized as valid, you may be allowed to publish only a summary of the dissertation.

### **A digital copy of the full text of your doctoral dissertation will be stored in the Tohoku University Repository (TOUR).**

The TOUR system, which is operated by the Tohoku University Library, is used to publish materials on the Internet. A digital copy of your submitted doctoral dissertation will be provided to the National Diet Library via TOUR. If submitting a summary of the dissertation, it will be stored digitally on TOUR.

### **Submit a Doctoral Dissertation and know your rights regarding Internet publication.**

#### 1) Tohoku University Compliance Policy

Based on The University Guidelines for Submitting a Ph.D. Dissertation \* (September 8, 2014), Internet publication of your written papers and submitted doctoral dissertation, for example copyright policies related to publishing (Internet publication policy) and patent application procedures, etc are as follow.

\* <http://www.bureau.tohoku.ac.jp/kyom/info/dissertation/dissertation.html>

#### 2) Using a Plagiarism Checker

You are strongly encouraged to use a plagiarism checker (iThenticate) before submitting your dissertation to help ensure that it contains only lawful quotations. Consult your supervisor when you apply the checker to your dissertation.

### **What constitutes "extenuating circumstances?"**

Some examples follow:

The dissertation relies on physical objects, which cannot themselves be published on the Internet.

The dissertation contains information which cannot be published on the Internet for over one year due to restrictions related to copyright or personal privacy.

Publication of the full text on the Internet is inadvisable for more than one year due to issues related to publication in a periodical or academic journal that forbids its mass publication.

Publication of the full text on the Internet is inadvisable for more than one year due issues related to pending patent applications.

If any of these apply, obtain permission from your academic advisor to submit a "Doctoral Dissertation Summary Registration Application." Upon receiving approval from your department's dean, you will be allowed to publish just a summary of the full text of your doctoral dissertation.

**Note 1:** After publishing a summary of your dissertation due to "extenuating circumstances," you must

promptly publish the full text once those circumstances are resolved. Therefore, the "Doctoral Dissertation Summary Registration Application" includes a space to enter the date of full publication.

**Note 2:** Even if you will register only a summary of your doctoral dissertation on TOUR, you must still submit the full text to the National Diet Library. For details on submission, please inquire with the relevant people at your graduate school.

#### **[Submission of a doctoral dissertation]**

- Doctoral dissertation 1 copy<for Tohoku University store (stored/provided for viewing at Engineering Library)>
- Doctoral dissertation electronic data(electronic data format specified by the National Diet Library.)  
If you have "extenuating circumstances, you will be allowed to publish just a summary of the dissertation until those circumstances are resolved In that case you must to submit as follows.

1. Doctoral Dissertation Summary Registration Application
2. Full summary of your doctoral dissertation electronic data (same format as doctoral dissertation)
- 3 Doctoral dissertation 1 copy< to send to the National Diet Library>

\*Even If you submit a summary of your dissertation instead of the full text, you must still submit the full text electronic data for preparation of the full text when those circumstances are resolved.

#### **[Doctoral dissertation electronic data format specified by the National Diet Library ]**

For Doctoral dissertation electronic data format, PDF is recommended. (PDF(PDF/A(ISO19005) is preferred.)To ensure long-term storage and accessibility, Do not browse from an external information source (outside font) (File must to be embedded font), encrypt, set a password and print restrictions. (Please Do not set a password to open file /print restrictions).

Doctoral Dissertation Summary Registration Application

Date: \_\_\_\_\_

ATTN: Dean

Department: Graduate School of Information sciences

Student Number/Name: \_\_\_\_\_

For the below-stated reason(s), I am unable to publish the full text of my doctoral dissertation on the Internet, and hereby request permission to instead register the attached summary with the Tohoku University Repository.

Reason (Check  applicable reason and enter an expected date of publication.)

- Dissertation relies on physical objects.
- Dissertation contains information subject to restrictions related to copyright or personal privacy.
- Dissertation has been, or is scheduled to be, published in a periodical.
- Dissertation has been, or is scheduled to be, published in an academic journal.
- Dissertation contains discoveries that are subject to pending patent applications.
- Other:

Expected Date of Full Publication:

- Once the above circumstances are resolved, I will provide notification.
- The following date: \_\_\_\_\_

Academic Advisor's Authorization

Graduate School of Information Sciences,

Title \_\_\_\_\_ (Personal Seal)