

(Attachment) Process to make only the dissertation abstract publicly available online

All doctoral dissertations are to be made public online. According to an amendment to the degree regulations of the Ministry of Education, Culture, Sports, Science and Technology of Japan (enforced on April 1, 2013), doctoral dissertations must be made public online. This means that doctoral dissertations are made public online through KOARA (Keio Associated Repository of Academic Resources). If, in special circumstances, the entire dissertation cannot be made public online, only the abstract will be made public and the full text of the printed version will be made publicly available at the National Diet Library and the Keio University Media Center.

Those who wish for only their dissertation abstract to be made public should apply following the instructions below. Based on your submitted documents, the Graduate School of Media and Governance Committee members will review your application, and accept it if the reason is deemed appropriate.

1. Examples of valid reasons

- It contains 3D representations
- It infringes on copyright or personal information, etc.
- It is planned to be published or printed in an academic journal
- It contains information that will be patented or for which the patent is currently pending
- Other (It contains content that cannot be made public online, or making it public online will have negative consequences)

2. Required documents

1) Statement of Reason

- State in detail why the full dissertation cannot be made public online
- It must be one page on A4-sized paper
- Write the author's name and the dissertation title on the top of the page
- Free format

2) Documents that support or prove the basis for which the full dissertation cannot be made publicly available

Submit documents that support your Statement of Reason. For example, if you plan to publish the dissertation, submit the publishing contract or letters from the publisher, or if the dissertation contains information that cannot be made public online, specify which parts and why in as much detail as possible.

3) Abstract (which will replace the full dissertation)

- It must be at least 10 pages on A4-sized paper
- Include a summary of each chapter in as much detail as possible based on the table of contents

Tables and charts may be included

- Submit both the PDF/A file and a printed copy

3. Procedures

- 1) Apply for the dissertation abstract to be made public when submitting the doctoral dissertation.
- 2) An evaluation of the reason that the full dissertation cannot be made public online will take place within one year after you have earned the doctoral degree by submission of the doctoral dissertation.
- 3) If approved, only the abstract will be made public.
- 4) If there are no longer reasons that the full dissertation cannot be made public, contact the Academic Affairs Office at Keio University Shonan Fujisawa Campus.

The full dissertation will be made public online through KOARA (Keio Associated Repository of Academic Resources).