

Request for Submission of the Permission Form for Use of Master's Thesis

With permissions, the Media Center for Science and Technology makes electronic copies of master's theses available on Σ Star (Sigma Star), an academic resources repository. These will be accessible only on Yagami Campus. To ensure the continuation and implementation of this operation, we ask for the cooperation of all who are expecting to complete the master's program to submit the permission form.

I. Submission Outline

To submit: "Permission Form for Use of Master's Thesis"

Please download and complete the form from the Graduate School of Science and Technology website.

https://www.students.keio.ac.jp/en/yg/gsst/procedure/thesis/files/ms_agreement_e.pdf

Submit the completed form along with your thesis.

Prior to filling out the form, especially the section "Option for releasing abstract and main text of thesis in electronic formats," please refer to "II. Important notes for filling out permission form" below.

【Inquiries regarding the contents of permission form】

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* Please contact the Office of Student Services for the inquiries other than content, and where to submit.

【Handling of personal information】

Personal information provided through the permission form will be used only for the purpose of managing dissertations and theses at the Media Center for Science and Technology, and will not be disclosed to third parties. Please refer to the websites of Keio University and the Privacy Policy of the Media Center on protecting personal information.

II. Important notes for filling out the permission form

For releasing abstract and main text of thesis in electronic formats:

- Select the scope of disclosure : abstract and main text/ abstract only/ Embargo(release neither).
- Of the submitted PDF files for the abstracts and main texts of master's theses, only those for which permission has been obtained will be made available on the academic resources repository Σ Star for exclusive use on Yagami Campus (viewing and printing will be possible only on Yagami Campus).

【 Σ Star (Sigma Star)】 <http://iroha.scitech.lib.keio.ac.jp:8080/sigma/>

- **The author name and title will be released on Σ Star regardless of the scope of disclosure for the abstract and main text of the thesis.**

- If you need to withhold the thesis for a certain period due to a patent application, etc., please select the permission with delay and set the period. Once the set period has expired, the abstract/main text will be released automatically. If this will result in copyright issues, please contact us.
- Abstracts and main texts will not be released in the following cases:
 - ① If parts are missing or there are defects with the submitted electronic file.
 - ② If you have selected permission with delay and the set period is over 5 years.

• Electronic copies of master's theses that have not been released are NOT kept by the Media Center. If you wish to have it released at a later date, please follow the required procedures at the administrative office in charge of your major.

*The release date of the data for which permission has been obtained is expected to be six months or later from the time of completion of the master's program.

***The permission form is NOT a request for the transfer of copyright ownership.**

Please follow the instructions of your supervisor on releasing your abstract/main text while giving due consideration to the possibility that they may contain information related to unacquired patents.