　Appendix 1

|  |
| --- |
| Supervisor's Signature/Seal |

Application for Doctoral Dissertation

(学　位　申　請　書)

Date: Year　　　　Month　　　　Day

President of Saitama University

Graduate School of Humanities and Social Sciences (Doctor course)

Major Dept.:

Student's Name and Signature/Seal:

Based upon Clause 2, Article 5 of the Degree Regulations of Saitama University, I would like to apply for conferral of Doctoral Degree, based upon the following thesis.

Dissertation: 5 copies (1 copy for university storage, 4 copies for the examination)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Dissertation title | | |
|  | Student ID |  |
|  | |

　Appendix 2

Dissertation Abstract

（学　位　論　文　要　旨）

Major

Name

1. Title

2. Abstract

Appendix 3

Bibliography

(論　　　文　　　目　　　録)

|  |  |  |  |
| --- | --- | --- | --- |
| Major |  | Name |  |
|  | | | |

　Appendix 4

Curriculum Vitae

(履　　　歴　　　書)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Major Dept. |  | | | Student ID |  | | |  | |
| Name in Japanese | | |  | | | | Sex:  M  ・  F | Place of Birth: |  |
| Name | | |  | | | |
| Date of Birth | | |  | | | |
| Present Address | | | Zip Code Tel. | | | | | |
| Types | | Date | | | | Educational/Professional Items | | |
| Educational  History | | Completion Date  Year Month | | | | Name of High School | | |
| Entrance Date  Year Month | | | | Name of University | | |
| Graduation Date  Year Month | | | | Ditto | | |
| Entrance Date  Year Month | | | | Name of Graduate School(Master course) | | |
| Graduation Date  Year Month | | | | Ditto | | |
| Entrance Date  Year Month | | | | Name of Graduate School(Doctor course) | | |
| Graduation Date  Year Month | | | | Ditto | | |
| Professional  History | | Entrance Date  Year Month | | | |  | | |
| Year Month | | | |  | | |
| Year Month | | | |  | | |
| Academic  Affiliations | | Year Month | | | |  | | |
| Year Month | | | |  | | |
| Year Month | | | |  | | |
| Awards and  Punishment | | Year Month | | | |  | | |
| Year Month | | | |  | | |
| I swear that the above information is true. | | | | | | | | |
|
|  | Date: Year　　　　Month　　　　Day  Name and Signature/Seal: | | | | | | | | |  |

Form１

**Application for Deposit of Dissertation with the Saitama University Institutional Repository**

（学位論文の埼玉大学機関リポジトリによる公表申請書）

Date:

To: President, Saitama University

I hereby request that the dissertation described below (1. full text of the dissertation, 2. abstract), which was written by me, be disseminated to the public by the Saitama University Institutional Repository.

|  |  |
| --- | --- |
| Dissertation title |  |
| Student ID (affiliation) |  |
| (Furigana)  Name  (Requires signature or name stamp) |  |
| Contact information after graduation (Tel/ E-mail) | Tel:  E-mail: |
| Name of academic supervisor (dissertation committee)  (Requires signature or name stamp) |  |
| Date degree conferred | / / (month/day/year) |
| Degree certificate number | No. |
| Degree received | PhD（Philosophy）（Economics）（Science）（Engineering） |
| Contents to be made available to the public  (□ check the appropriate box) | □ Disseminate full dissertation  □ The full dissertation cannot be made available to the public, so only disseminate the abstract.  →Please submit this together with Form 3, “Application to the Saitama University Institutional Repository for an Embargo on Dissemination of Dissertation.” |
| Special notes (conditions of registration, publication) |  |
| Rights management（※） | □ Confirmed. No problems exist. |

　The information provided will be used solely for the purposes stated above.

（※）About rights management

・This application allows the university to reproduce and publicly transmit the abovementioned dissertation.

・This application does not constitute a transfer of the copyrights (the rights remain with the copyright holder).

・The applicant must obtain the following permissions for submission to the Repository:

1) If the dissertation has been published or will be published, then the permission of the publisher is required for the Repository to make the dissertation available to the public.

2) Where relevant, the main author must obtain permission from co-authors.

3) If the dissertation includes illustrations, photographs, photographs of a person’s face, or newspaper articles, then permission from the publisher or appropriate party must be obtained.

4) If applying for a patent or utility model (application has been or will be submitted), then please confirm the date on which the dissertation can be released to the public.

Form 2

**Dissertation Abstract**

（論 文 の 要 約）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Report no. | (Course-based)  　　　　 No.  (Dissertation-based) | | Name |  |
| Dissertation title | |  | | |
| Abstract  *※ The abstract should be in keeping with the structure of the dissertation* *(objective, statement of problem, investigation, conclusion) and should convey the substance of the dissertation.* | | | | |

Form 3

**Application to the Saitama University Institutional Repository for an Embargo on Dissemination of Dissertation**

（学位論文の埼玉大学機関リポジトリへの公表保留申請書）

Date:

To: President, Saitama University

I hereby request that the Saitama University Institutional Repository embargo my dissertation, as listed below.

|  |  |
| --- | --- |
| Title of dissertation |  |
| Student ID (affiliation) |  |
| (Furigana)  Name  (Requires signature or name stamp) |  |
| Name of academic supervisor (dissertation committee)  (Requires signature or name stamp) |  |

1. If requesting that the Saitama University Institutional Repository embargo the public release of the full text of the above-mentioned dissertation:

If there is a compelling reason that requires an embargo on the dissemination of the dissertation, then please indicate that reason and the date on which such release will be permissible. The reason will be reviewed, and if approved, then only the abstract of the dissertation (Form 2) will be released, pending the release of the full text.

As soon as the reason noted below no longer pertains, you must submit Form 4, “Notification to the Saitama University Institutional Repository that the Circumstances Requiring a Dissertation Embargo No Longer Pertain.”

|  |  |  |
| --- | --- | --- |
| Category | Rationale for Dissertation Embargo | Schedule for Notification that Embargo has been Lifted |
| □ Publication of book | □ Published (or scheduled for publication) on (month/day/year): / / . I have confirmed the publisher’s copyright policy, and the dissertation cannot be released to the public until: / / . | Date release is permitted  （immediately after such date） |
| □ Scheduled for publication (expected date: / / ). I have been unable to confirm the publisher’s copyright policy. |
| □ Publication in academic | □ Published (or scheduled for publication) on (month/day/year): / / . I have confirmed the publisher or academic association’s copyright policy, and the dissertation cannot be | Date release is permitted  (immediately |

|  |  |  |
| --- | --- | --- |
| journal, etc. | released to the public until: / / .  Title of publication:  Volume no.: Page no.: to | after such date) |
| □ Scheduled for publication on (month/day/year): / / . I have been unable to confirm the publisher’s copyright policy.  Title of publication:  Volume no.: Page no.: to |
| □ Application for Patent/ Utility Model | □ Patent application planned or submitted (patent application not yet published)  Date of (planned) application (month/day/year): \_ / / \_ | Publication of patent application  (immediately after such date) |
| □ Utility model application planned or submitted  Date of (planned) application(month/day/year): \_ / / \_ | Registration date (immediately after such date) |
| □ Other | (Please give specifics of conditions requiring the embargo) | Date such conditions are eliminated |

※ Please attach documentation to substantiate the reason for the embargo.

2. If the full text of the dissertation cannot be released by the Saitama University Institutional Repository:

If the dissertation cannot be released in its entirety due to some compelling reason, and you wish to have only the abstract released, please indicate that reason below. The reason will be reviewed, and if approved, then only the abstract will be released.

|  |  |
| --- | --- |
| Reason for embargo of full dissertation | (Please give a specific reason) |

(Example 1) Because the dissertation includes three-dimensional representations, etc., that cannot be released on the Internet.

(Example 2) Because of restrictions related to the protection of personal information.

*※ Do not write in the fields below—for university use only.*

To be filled out by graduate school representative

|  |  |
| --- | --- |
| Meeting of  committee  (Date: ) | □ Full dissertation will be released.  □ It is recognized that the full dissertation cannot be released, and only the abstract will be released.  Period of embargo on the full text of the dissertation:  until (month/day/year) / / 20 • indefinite |

To be completed by the Academic Affairs Department

|  |  |
| --- | --- |
| Approved on  (Date: ) | □ Full dissertation will be released.  □ It is recognized that the full dissertation cannot be released, and only the abstract will be released.  Period of embargo on the full text of the dissertation:  until (month/day/year) / / 20 • indefinite |

◆ If the full text of the dissertation cannot be released:

・At Saitama University, dissertations submitted for degrees since April 2013 are as a rule required to be submitted in their entirety to the Saitama University Institutional Repository for registration and dissemination to the public.

・If there is a compelling reason that prevents such a course of action, then with the approval of the university, the dissertation abstract (this differs from a summary) may be registered and disseminated in place of the full text.

・If the circumstances change and that compelling reason no longer exists, then the dissertation must be registered and disseminated by the Saitama University Institutional Repository (※ please submit Form 4, “Notification to the Saitama University Institutional Repository that the Circumstances Requiring a Dissertation Embargo No Longer Pertain,” to your graduate school’s representative.)

・If you indicate that the full text cannot be released, but the university’s review determines that there is no compelling reason that would warrant such an embargo, then the dissertation must be registered and released in its entirety.

・Even if there is a compelling reason why the dissertation may not be disseminated to the public, the dissertation may be provided to third parties for perusal if an appropriate request is received.

Form 4

**Notification to the Saitama University Institutional Repository that the Circumstances Requiring a Dissertation Embargo No Longer Pertain**

（学位論文の埼玉大学機関リポジトリによる公表保留事由消滅に係る報告書）

Date:

To: President, Saitama University

The reason for the embargo on the dissemination of the dissertation described below, which was written by me, is no longer applicable, and I therefore request that the full text of the dissertation be disseminated to the public by the Saitama University Institutional Repository.

|  |  |
| --- | --- |
| Dissertation title |  |
| Graduate school conferring degree |  |
| (Furigana)  Name  (Requires signature or name stamp) |  |
| Contact information  (Tel/E-mail) | Tel :  E-mail : |
| Name of academic supervisor (dissertation committee)  (Requires signature or name stamp) |  |
| Date degree conferred | / / (month/day/year) |
| Degree certificate number | □ Course-based　□ Dissertation only　(No. 　　　　) |
| Degree received | PhD（Philosophy）（Economics）（Science）（Engineering） |
| Reason for embargo on dissemination of dissertation and explanation for lifting of embargo |  |
| Date on which embargo is to be lifted | / / (month/day/year) |
| Note |  |