

[To candidates submitting a thesis for the conferral of a degree in September]

## Notes for Submitting Your Thesis on “kibaco”

Degree applications, theses (for the Departmental Review Board and the Departmental Faculty Council), and the various associated forms are to be submitted via the kibaco portal. Please check the following and submit your documentation by the respective due dates.

- \* Please check the online Document Submission Notes and Checklist before submitting the various documents to ensure that there are no omissions or need for corrections.
- \* You may resubmit as many times as you like within the submission period but be sure to submit well in advance as uploading may take some time.

### **I. Submission of Degree Application Form**

**From Thursday, July 6 until 5:00 PM on Friday, July 7, 2023**

Documents: (1) Degree Application Form (Attachment 2)  
Submission Format: **PDF file**  
Filename: (1) [Student ID Number\_Name\_Degree Application.pdf]  
Submission Method:

On the list of classes on kibaco, select either “[Department Name] Master’s Thesis Review (September Completion)” (Master’s Candidates) or “[Department Name] Doctoral Thesis Review (September Completion)” (Doctoral Candidates), then submit your application to the task “Application for Degree”

### **II. Thesis Submission (for the Departmental Review Board and the Departmental Faculty Council)**

#### **Submission Windows:**

**Nursing, PTS, OTS, RS, FHS: from Thursday, July 6 until 5:00 PM on Wednesday July 12, 2023**  
**HPS: from Thursday, July 6 until 5:00 PM on Friday, July 7, 2023**

- \* Please password-protect your main thesis and any subtheses as well as the other thesis documents to restrict editing.
- \* In the event of significant discrepancies or deficiencies, applicants will be notified via kibaco by July 20 (Thurs.) after the submission deadline. Please respond promptly in such cases.
- \* Requests by students to make corrections after the submission deadline will not be accepted.

### **Master’s Candidates**

Materials to Submit:

- (2) Main Thesis (cover page to be attached as per Attachment 1)
- (3) Thesis Abstract (Attachment 3)
- (4) Subtheses (if applicable)
- (5) Co-Authoring Thesis Consent Form (if applicable, Attachment 4)
- (6) Application Form and Permission Forms for Using Data Related to the Thesis Research (if applicable, Attachment 5)
- (7) Copy of Notice of the Results of Research Ethics Review (if applicable)
- (8) Permission Form to Reproduce and Publish Master’s Thesis (Attachment 6)

Submission format; **PDF files**

Filename Conventions:

- (2) [Student ID Number\_Name\_Main Thesis.pdf]
- (3) [Student ID Number\_Name\_Abstract .pdf]
- (4) [Student ID Number\_Name\_Subthesis.pdf]
- (5) [Student ID Number\_Name\_Co-Authoring Thesis Consent Form .pdf]
- (6) [Student ID Number\_Name\_Data Use Permission Form.pdf]
- (7) [Student ID Number\_Name\_Research Ethics Review Decision Notice.pdf]
- (8) [Student ID Number\_Name\_Permission Form to Reproduce and Publish Master’s Thesis.pdf]

#### Submission Method:

On the list of classes on kibaco, under “[Department Name] Master’s Thesis Review (September Completion)” (Master’s Candidates), submit the following:

- Items (2)–(4) to the task “(For Office Review) Main Thesis / Abstract / Subthesis”
- Items (5)–(8) to the task “(For Office Review) Co-Authored Thesis Consent Form / Data Use Permission Form / Research Ethics Review Decision Notice / Permission Form to Reproduce and Publish Master’s Thesis”
- Items (2)–(8) as a combined PDF file to the task “(For Faculty Review) Collected Thesis Documentation”

\* For any subtheses, please also submit items (3) and (5)–(8) for each subthesis as necessary.

\* If you are submitting multiple copies of the above documents for multiple subtheses, please combine all documents into one file before submitting.

#### Course-Based and Thesis-Based Doctoral Candidates

##### Materials to Submit:

- (2) Main Thesis (cover page to be attached as per Attachment 1)
- (3) Thesis Abstract (Attachment 3)
- (4) Subtheses (if applicable)
- (5) Co-Authored Thesis Consent Form (if applicable, Attachment 4)
- (6) List of Research Achievements (Attachment 5)
- (7) C.V. (Attachment 6)
- (8) Application Form and Permission Forms for Using Data Related to the Thesis Research (if applicable, Attachment 7)
- (9) Copy of Notice of the Results of Research Ethics Review (if applicable)
- (10) Summary (if applicable)
- (11) Certificate of Items Stated in Resident Register (thesis-based doctorates only)
- (12) Copy of the Eligibility Notification (thesis-based doctorate only)
- (13) Permission Form to Reproduce and Publish Doctoral Thesis Online (in the University’s Institutional Repository) (Attachment 8)

##### Submission format; **PDF files**

##### Filename Conventions:

- (2) [Student ID Number\_Name\_Main Thesis.pdf]
- (3) [Student ID Number\_Name\_Abstract .pdf]
- (4) [Student ID Number\_Name\_Subthesis.pdf]
- (5) [Student ID Number\_Name\_Co-Authored Thesis Consent Form .pdf]
- (6) [Student ID Number\_Name\_List of Research Achievements.pdf]
- (7) [Student ID Number\_Name\_C.V..pdf]
- (8) [Student ID Number\_Name\_Data Use Permission Form.pdf]
- (9) [Student ID Number\_Name\_Research Ethics Review Decision Notice.pdf]
- (10) [Student ID Number\_Name\_Summary.pdf]
- (11) [Name\_Certificate of Items Stated in Resident Register.pdf]
- (12) [Name\_Certificate of Eligibility .pdf]
- (13) [Student ID Number\_Name\_Permission Form to Reproduce and Publish Doctoral Thesis.pdf]

#### Submission Method:

On the list of classes on kibaco, under “[Department Name] Doctoral Thesis Review (September Completion)” (Doctoral Candidates), submit:

- Items (2)–(4), (6), and (7) to the task “(For Office Review) Main Thesis / Abstract / Subthesis / List of Research Achievements / C.V.”
- Items (5), (8), and (9) to the task “(For Office Review) Co-Authored Thesis Consent Form / Data Use Permission Form / Research Ethics Review Decision Notice”
- Items (10)–(13) to the task “(For Office Review) Summary / Certificate of Items Stated in Resident Register / Certificate of Eligibility / Permission Form to Reproduce and Publish Doctoral Thesis”
- Items (2)–(13) as a combined PDF file to the task “(For Faculty Review) Collected Thesis Documentation”

\* For any subtheses, please also submit items (3), (5), (8), (9), (10), and (13) for each subthesis as necessary.

\* If you are submitting multiple copies of the above documents for multiple subtheses, please combine all documents into one file before submitting.

**III. Resubmission of Main Thesis, Thesis Abstract, Subtheses, Thesis Abstract (Subtheses), Summary Submission Window: From Friday, July 21 until 5:00 PM on Friday, September 1, 2023**

**\* In the event that revisions are requested by the Departmental Review Board**

Materials to Submit: Revised (2) Main Thesis, (3) Abstract (Attachment 3), (4) Subtheses, Thesis Abstract (Subtheses), (10) Summary (Course-Based and Thesis-Based Doctoral Candidates)

Submission format; **PDF file**

Filename Convention:

- (2) [Student ID Number\_Name\_Resubmission\_Main Thesis.pdf]
- (3) [Student ID Number\_Name\_Resubmission\_Abstract.pdf]
- (4) [Student ID Number\_Name\_Resubmission\_Subtheses.pdf]
  - [Student ID Number\_Name\_Resubmission\_Subtheses Abstract.pdf]
- (10) [Student ID Number\_Name\_Resubmission\_Summary.pdf]

Submission Method:

On the list of classes on kibaco, select either “[Department Name] Master’s Thesis Review (September Completion)” (Master’s Candidates) or “[Department Name] Doctoral Thesis Review (September Completion)” (Doctoral Candidates), then submit your materials to the task “(For Office Review) Resubmission”

**Notes**

- (1) Data must be submitted **on time**. Heavier user traffic as the deadline approaches tends to cause system trouble, so please submit your data well in advance of the deadline. Please also note that we will not extend deadlines due to personal computer problems or network issues.
- (2) If you lose your kibaco password, you will need to go through the password reset procedure. Resetting takes time, so please be sure to log in to kibaco in advance to confirm that you can use it without any problems. (For details on password reset, please refer to Q&A.)
- (3) Please be sure to password-protect your main thesis and any subtheses as well as the other thesis documents **to restrict editing**. (\*Please do not set a password on opening the file itself)

**Inquiries**

Arakawa Campus

Departments other than HPS: Graduate School Secretary, Academic Affairs Section:

TEL: 03-3819-1211 (226)

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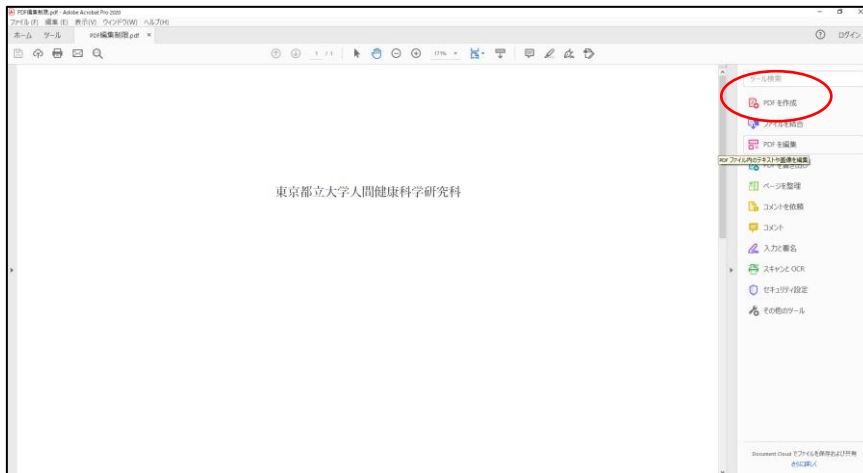
HPS: Health Promotion Sciences Department Secretary, Academic Affairs Section of Science,  
Academic and Student Affairs Division of Sciences

TEL: 042-677-1111 (3028)

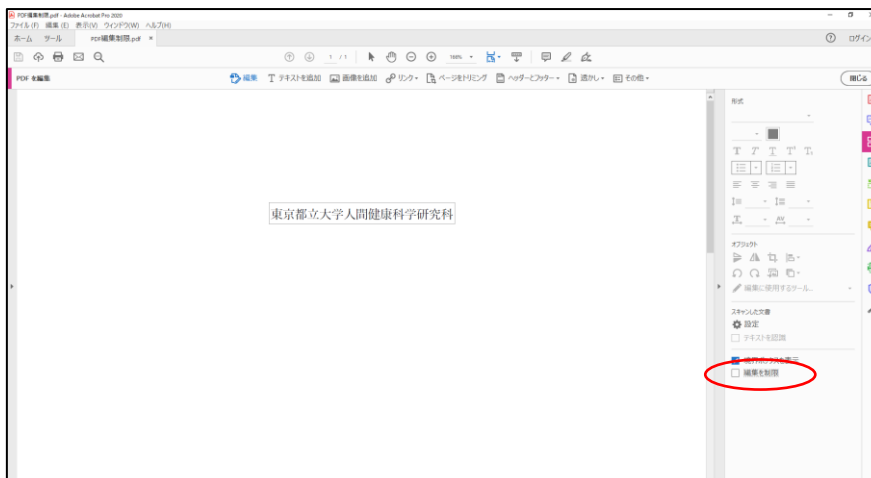
e-mail: hps-info@jmj.tmu.ac.jp

## How to set PDF editing restrictions

①Click on "Edit PDF" from the right side tools



②Check the "Restrict editing" box below



③Each person sets his/her own authorization password