October 2023
Graduate School of Human Health Sciences

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

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
Submission Periods: From Thursday, December 21 until 5:00 PM on Friday, December 22, 2023
Documents: (1) Degree Application Form (Attachment 2)
Submission Format: **PDF file**
Filename: (1) [Student ID _Name_Degree Application.pdf]
   The notation (1) and [ ] are not required. The file name should begin with your student ID Number.
Submission Method:
   On the list of classes on kibaco, select either "[Department Name] Master's Thesis Review (March Completion)" (Master's Candidates) or "[Department Name] Doctoral Thesis Review (March Completion)" (Doctoral Candidates), then submit your application to the task "Degree Application Form."

II. Thesis Submission (for the Departmental Review Board and the Departmental Faculty Council)
Submission Periods: from Thursday, December 21 until 5:00 PM on Wednesday, January 10, 2024
* Please password-protect your main thesis and any Sub-thesis as well as the Complete set of theses to restrict editing. Please do not set print restrictions.
* In the event of significant discrepancies or deficiencies, applicants will be notified via kibaco by Thursday, January 18, 2024 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 ★···Files requiring PDF editing restrictions
Materials to Submit:
 (2) Main Thesis (cover page to be attached as per Attachment 1) ★
 (3) Thesis Abstract (Attachment 3)
 (4) Sub theses (if applicable) ★
 (5) Permission to submit a coauthored paper as a thesis (if applicable, Attachment 4)
 (6) Application for use of data related to 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)
 (a)PDF file combining (2) to (8) above into one ★
Submission format; **PDF files**
Filename Conventions:
 (2) [Student ID Number_Name_Main Thesis]
 (3) [Student ID Number_Name_Abstract]
 (4) [Student ID Number_Name_Sub theses]
 (5) [Student ID Number_Name_Permission to submit a coauthored paper as a thesis]
 (6) [Student ID Number_Name_Application for use of data related to thesis research]
 (7) [Student ID Number_Name_Copy of Notice of the Results of Research Ethics Review]
 (8) [Student ID Number_Name_Permission Form to Reproduce and Publish Master's Thesis]
 (a) [Student ID Number_Name_ Complete set of thesis and other documents]
* The notation (number) and [ ] are not required. The file name should begin with your student ID Number.
Submission Method:
   On the list of classes on kibaco, under "[Department Name] Master's Thesis Review (March Completion)" (Master's Candidates), submit the following:

- Items (2)–(4) to the task "(For Office Review) Main Thesis / Abstract / Sub theses"
- Items (5)–(8) to the task "(For Office Review) Permission to submit a coauthored paper as a thesis / Application for use of data related to thesis research / Copy of Notice of the Results of Research Ethics Review / Permission Form to Reproduce and Publish Master's Thesis"
- Items (a) to the task "(For Faculty Review) Complete set of thesis and other documents"

＊For any sub theses, please also submit items (3) and (5)–(8) for each sub thesis as necessary.

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

Example.) For PDF files titled "Student ID Number_Name_Thesis Abstract", submit the PDF files combined into one PDF file in the order of Main Thesis Abstract -> Sub-Thesis Abstract.

Course-Based and Doctoral Degree Special Candidates ★···Files requiring PDF editing restrictions

Materials to Submit:

(2) Main Thesis (cover page to be attached as per Attachment 1) ★

(3) Thesis Abstract (Attachment 3)

(4) Sub theses (if applicable) ★

(5) Permission to submit a coauthored paper as a thesis (if applicable, Attachment 4)

(6) List of Research Achievements (Attachment 5)

(7) C.V. (Attachment 6)

(8) Application for use of data related to 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 (Doctoral Degree Special Candidate only)

(12) Copy of the Eligibility Notification (Doctoral Degree Special Candidate only)

(13) Permission Form to Reproduce and Publish Doctoral Thesis Online (in the University's Institutional Repository) (Attachment 8)

(a) PDF file combining (2) to (6), (8) to (10), (12) to (13) above into one ★

Submission format; **PDF files**

Filename Conventions:

(2) [Student ID Number_Name_Main Thesis]

(3) [Student ID Number_Name_Abstract]

(4) [Student ID Number_Name_Sub theses]

(5) [Student ID Number_Name_Permission to submit a coauthored paper as a thesis]

(6) [Student ID Number_Name_ List of Research Achievements]

(7) [Student ID Number_Name_C.V.]

(8) [Student ID Number_Name_Application for use of data related to thesis research]

(9) [Student ID Number_Name_Copy of Notice of the Results of Research Ethics Review]

(10) [Student ID Number_Name_Summary]

(11) [Student ID Number_Name_Certificate of Items Stated in Resident Register]

(12) [Student ID Number_Name_Copy of the Eligibility Notification]

(13) [Student ID Number_Name_Permission Form to Reproduce and Publish Doctoral Thesis Online]

(a) [Student ID Number_Name_Complete set of thesis and other documents]

* The notation (number) and [ ] are not required. The file name should begin with your student ID Number.

* For Doctoral Degree Special Candidates, please replace the Student ID Number with your Student ID Number (at the time of withdrawal from the Doctoral Program with the Completion of Course Requirements), research student number, or document number of the acceptance letter from the visiting faculty/researcher, etc. and name the file.

Submission Method:

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

- Items (2)–(4), (6), and (7) to the task "(For Office Review) Main Thesis / Abstract / Sub theses / List of Research Achievements / C.V."
- Items (5), (8), and (9) to the task "(For Office Review) Permission to submit a coauthored paper as a thesis / Application for use of data related to thesis research / Copy of Notice of the Results of Research Ethics Review"
- Items (10)–(13) to the task "(For Office Review) Summary / Certificate of Items Stated in Resident Register / Copy of the Eligibility Notification / Permission Form to Reproduce and Publish Doctoral Thesis Online"
- Items (a) to the task "(For Faculty Review) Complete set of thesis and other documents"

＊ For any sub theses, please also submit items (3), (5), (8), (9), (10), and (13) for each sub thesis as necessary.

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

   Example.) For PDF files titled "Student ID Number_Name_Thesis Abstract", submit the PDF files combined into one PDF file in the order of Main Thesis Abstract -> Sub-Thesis Abstract.

Ⅲ．Submission of Thesis Materials for Library Use
Submission Periods: from Thursday, December 21 until 5:00 PM on Wednesday, January 10, 2024

* Only those who have indicated "no permission" or "no photocopying at all" for photocopying in the library.

Materials to Submit:
  (2) Main Thesis (cover page to be attached as per Attachment 1)
  (4) Sub theses (if applicable)

Submission format; **PDF file**

* Please be sure to set both edit and print restrictions on this PDF file.

Filename Conventions:
  (2) [Lastname_Firstname_fulltext]
  (4) [Lastname_Firstname_fulltext(vice.1)]

* The notation (number) and [ ] are not required. The file name should begin with your student ID Number.

Submission Method:
   On the list of classes on kibaco, select either "[Department Name] Master's Thesis Review (March Completion)" (Master's Candidates) or "[Department Name] Doctoral Thesis Review (March Completion)" (Doctoral Candidates), then submit the above item to the task "(For Library Use) Thesis Materials for Library Use"

Ⅳ．Resubmission of Main Thesis, Thesis Abstract, Sub theses, Thesis Abstract of sub theses, Summary, and Complete set of thesis and other documents
Submission Periods: from Friday, January 19 until 5:00 PM on Friday, February 2, 2024

* Only if the revision is requested by the Departmental Review Board.

* Abstracts are only for doctoral thesis submitters who are not allowed to publish the full text of their thesis.

* ★…Files requiring PDF editing restrictions

Materials to Submit:
   Revised (2) Main Thesis (cover page to be attached as per Attachment 1) ★

   Revised (3) Abstract (Attachment 3, Main and sub theses (Sub-thesis only if applicable.))

   Revised (4) Sub theses (if applicable) ★

   Revised (10) Summary (if applicable)

   Revised (a) Complete set of thesis and other documents ★

Submission format; **PDF file**

Filename Convention:
  (2) [Student ID Number_Name_Resubmission after the Departmental Review Board_Main Thesis] ★

  (3) [Student ID Number_Name_Resubmission after the Departmental Review Board_Abstract]

  (4) [Student ID Number_Name_Resubmission after the Departmental Review Board_Sub theses] ★

  (10) [Student ID Number_Name_Resubmission after the Departmental Review Board_Summary]

  (a) [Student ID Number_Name_Resubmission after the Departmental Review Board_ Complete set of thesis and other documents] ★

* The notation (number) and [ ] are not required. The file name should begin with your student ID Number.

Submission Method:
   On the list of classes on kibaco, select either "[Department Name] Master's Thesis Review (March Completion)" (Master's Candidates) or "[Department Name] Doctoral Thesis Review (March Completion)" (Doctoral Candidates), then submit the above item to the task "(For Office Review) Resubmission after the Departmental Review Board."

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 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 sub theses as well as the Complete set of thesis and other documents <u>to restrict editing</u>. (*Please do not set a password on opening the file itself)

<u>Inquiries</u>

Arakawa Campus (Departments except for HPS): Graduate School Secretary, Academic Affairs Section
Phone 03-3819-1211 (ex. 226)   E-mail: a-kyomu@jmj.tmu.ac.jp

HPS: Health Promotion Sciences Department Secretary, Academic Affairs Section of Science, Academic and Student Affairs Division of Sciences
Phone: 042-677-1111 (ex. 3028)   E-mail: hps-info@jmj.tmu.ac.jp

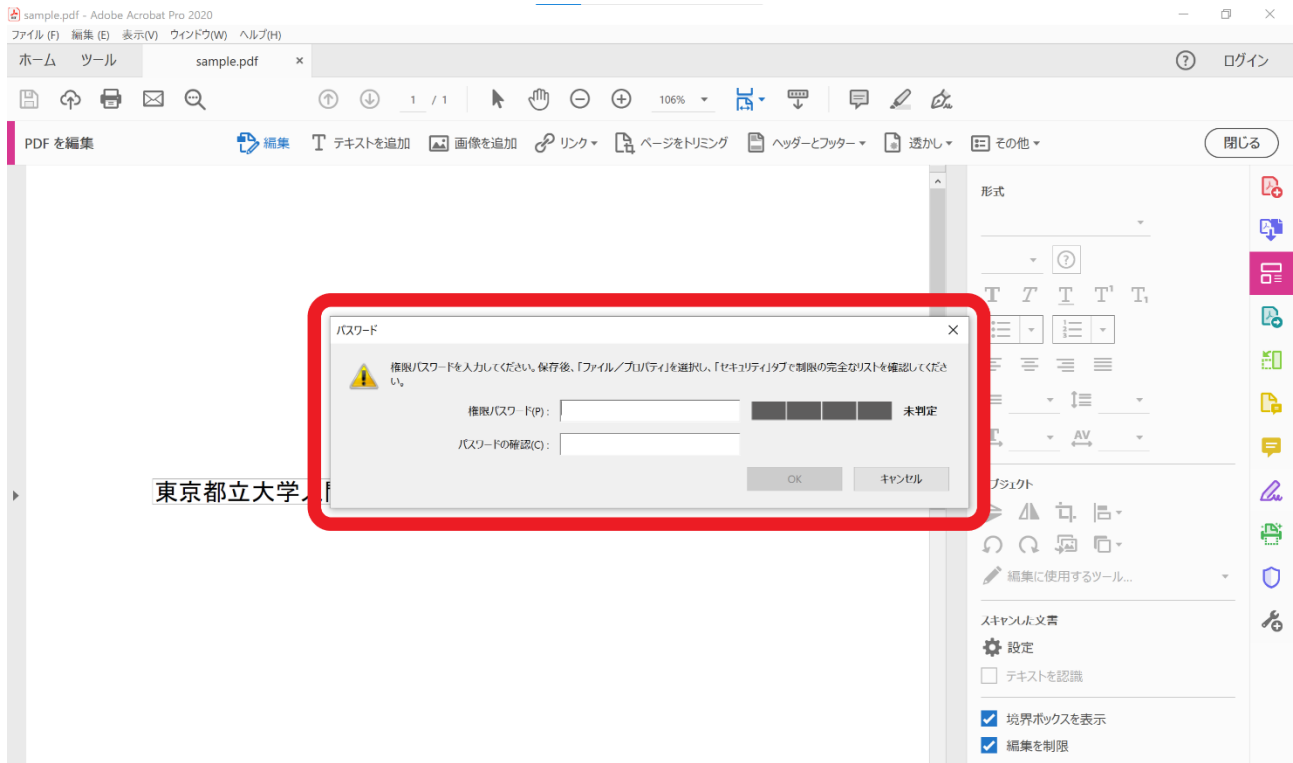★ Regarding PDF Editing Restrictions Settings

(1) Open the relevant PDF file in Adobe Acrobat and click "Edit PDF" from the tools on the right side.
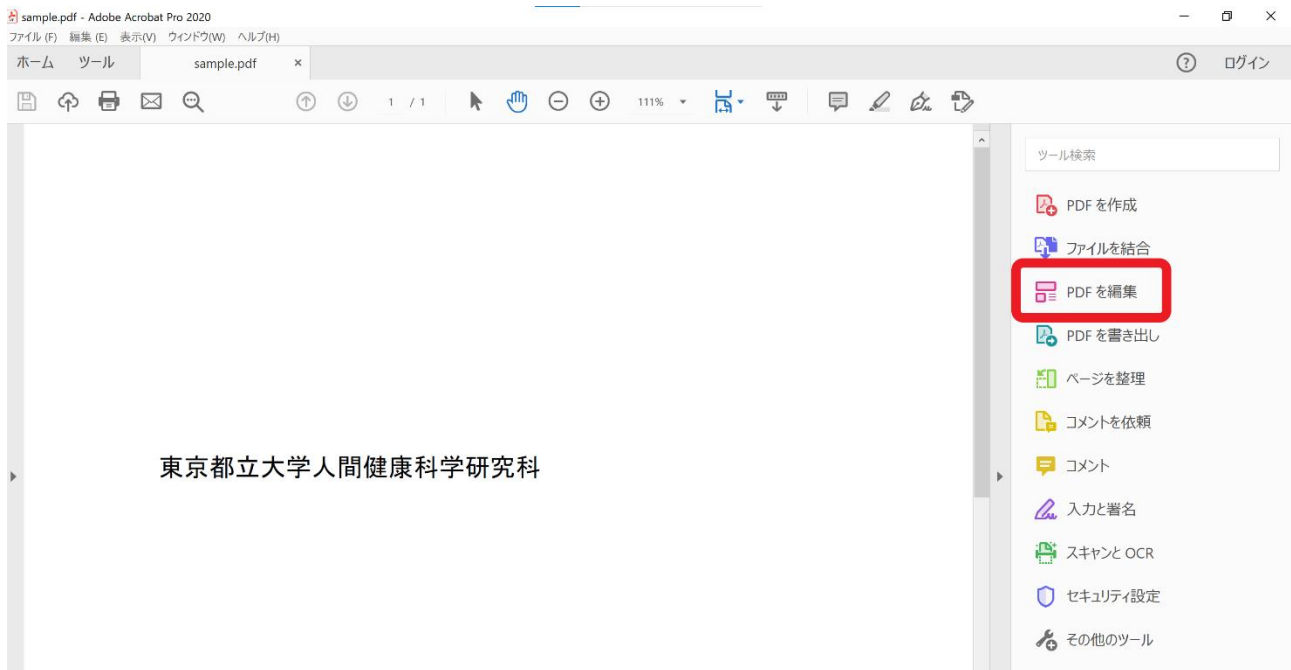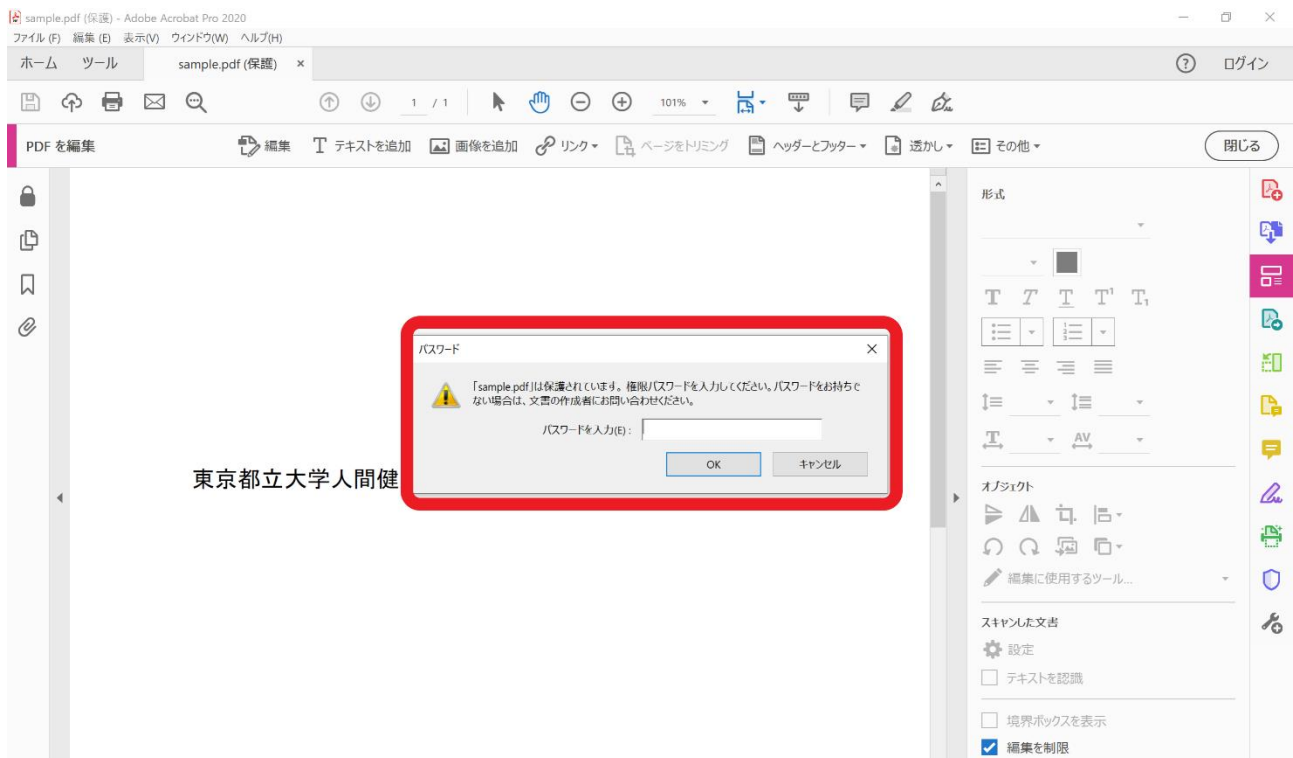

(2) Check the "Restrict editing" checkbox at the bottom.
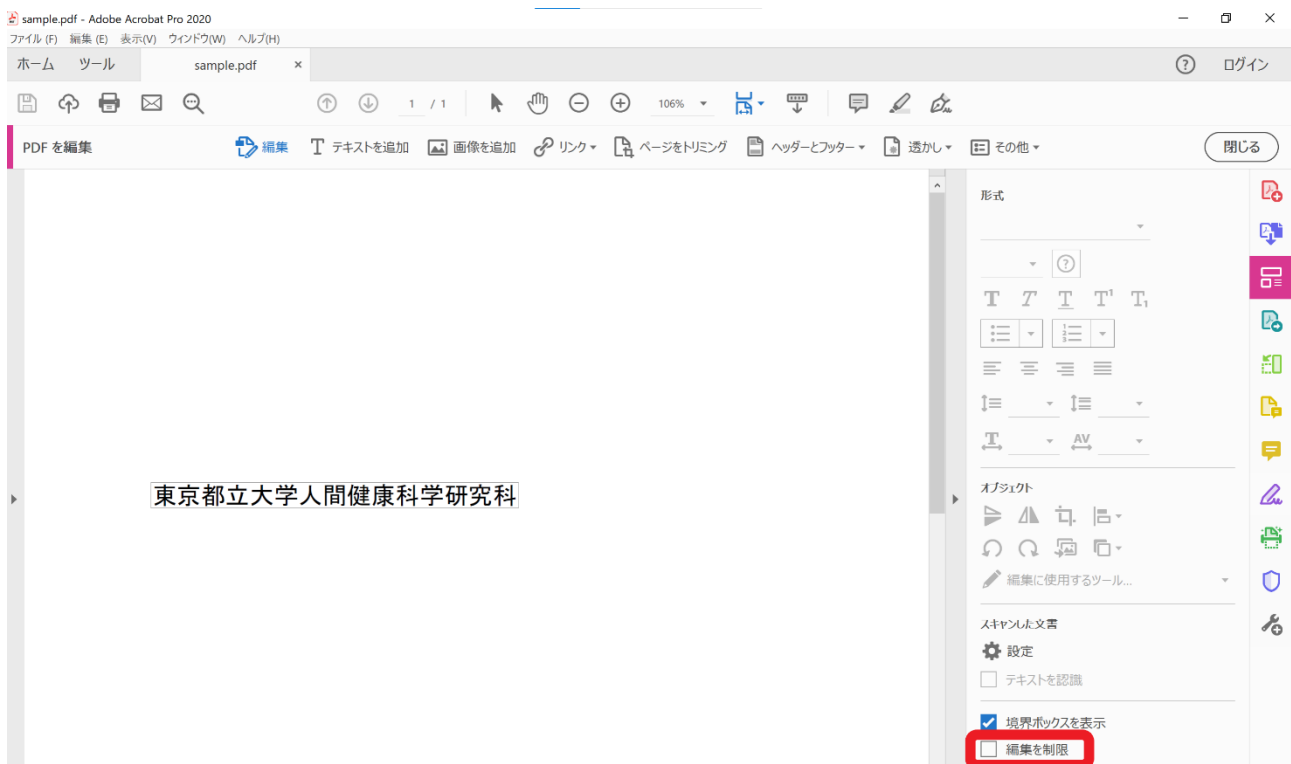
(3) Set a password of your choice.

(4) After saving and closing the file, open the file again and click "Edit PDF", if you are prompted for a password as shown below, the setting is complete. If editing is possible without entering a password, the editing restrictions have not been set and you must start over again from (1).
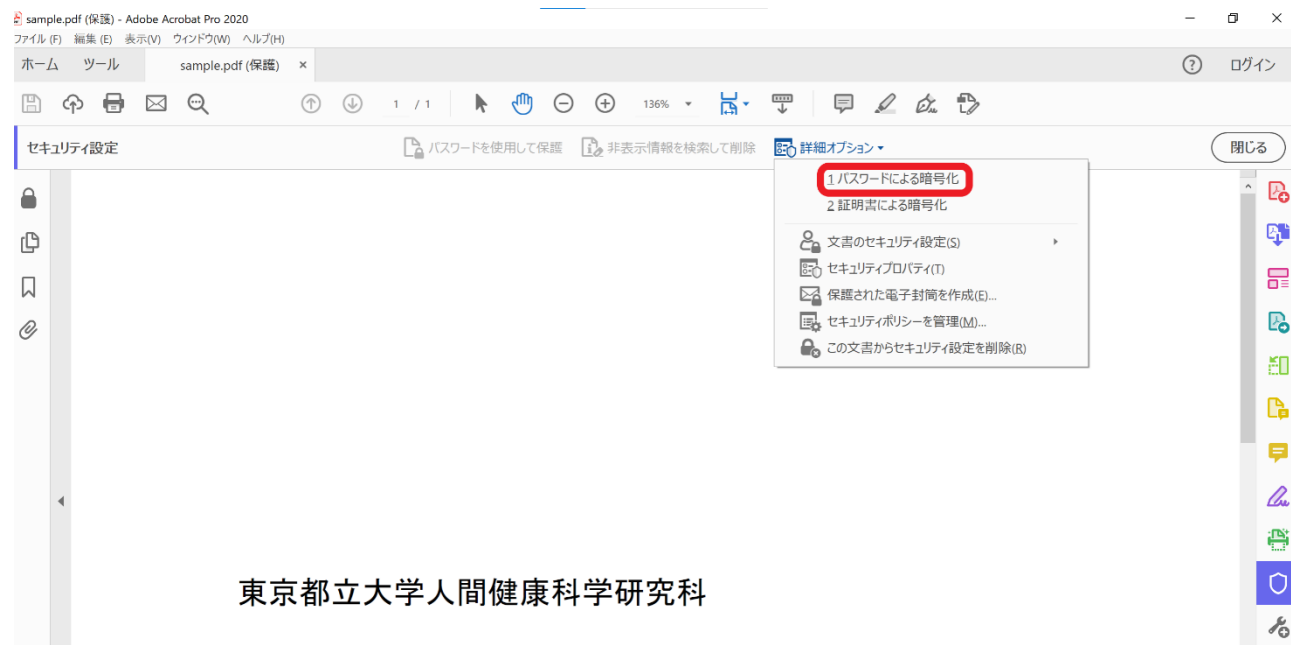
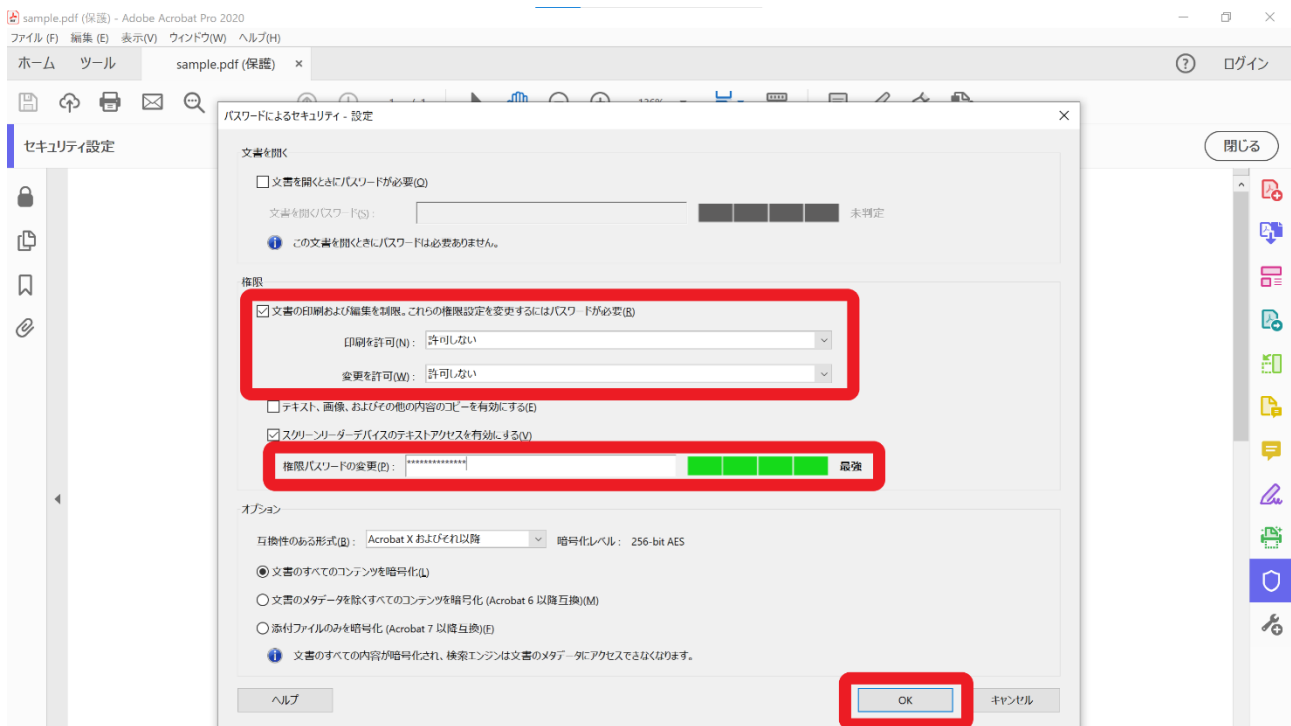★ Regarding PDF Printing Restrictions Settings

(1) Open the relevant PDF file in Adobe Acrobat and click "Security Settings" from the tools on the right side.
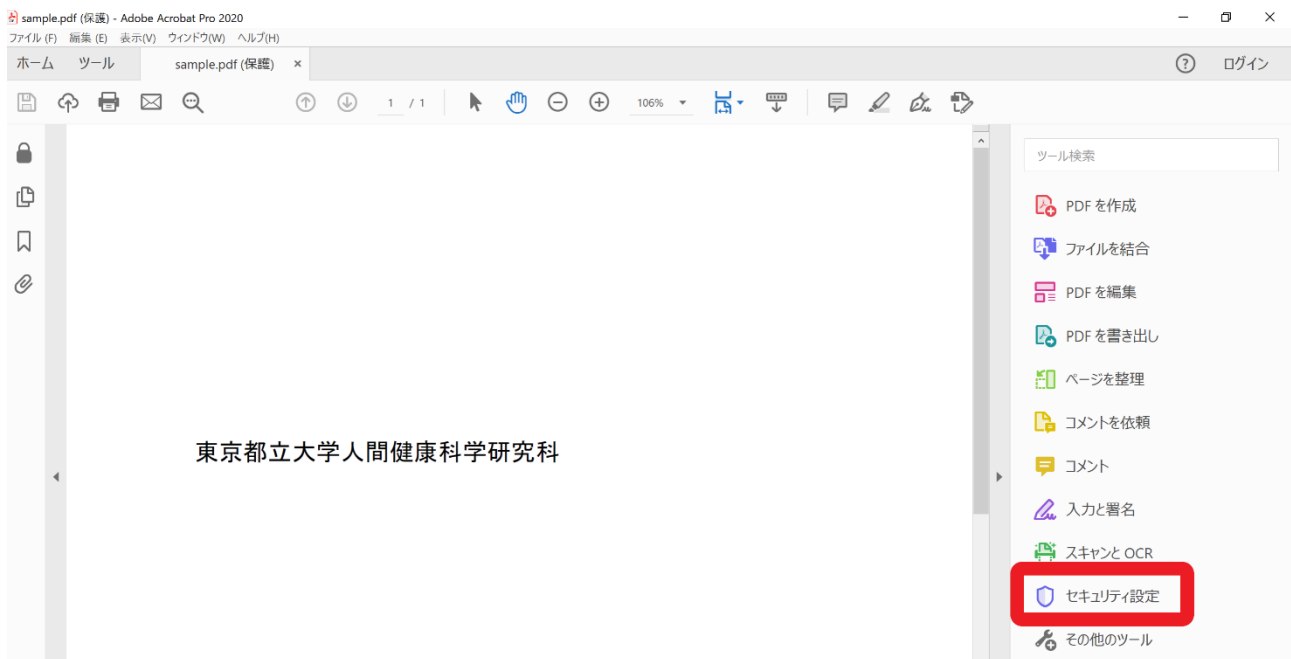
(2) Click "Password Protection" from the detailed options.

(3) Click on "Restrict printing and editing of documents" in the Permissions column. Check "Require a password to change these permission settings", set "Do not allow" for printing and modification, set a password of your choice, and click "OK".

(4) After saving and closing the file, open the file again, and if the "Print" mark on the upper left cannot be clicked as shown below, the "Printing Restrictions Settings" has been completed. If the file can be printed after clicking the "Print" mark, the "Printing Restrictions Settings" has not been completed, and the process must be repeated from (1) again.