

Doctoral Thesis Data Registration Flow

(Earning doctoral degree from Tokyo Institute of Technology on and after April 1st, 2013)

24 May 2017

*All items described in this manual are essential.

*Please do not perform operations other than described in this manual.



<① Log in: through Tokyo Tech Portal>

Access T2R2 System through Tokyo Tech Portal.

Log in to Tokyo Tech Portal, and click "Tokyo Tech Research Repository (T2R2)" under the menu.



<② Top page of Academic data registration services>

The top page of academic data registration services of T2R2 is displayed. Please confirm that your name is displayed. [1]

● When you need edit the name, please refer to the following page for the detailed procedures.

- [Students](#)
- [Researchers](#)

Please select "Register" [2], and click "New data entry form" [3].

Paper, Book, Presentation New data registration [Help](#)

* Please click "Register" button when all data entered

Register Save temporarily Duplicate check Cancel

Types: **Conference proceedings** * If you want to register a lecture for people in general, please input it to Social Work in Other Activities.

Publication types **Mandatory** Review: Unrefereed
 Domestic/International Classification: Domestic
 Presentation types: Oral presentation

Language **Mandatory** Japanese

File **Arbitrary** File unregistered File upload
 • Please register related journal if you wish to disclose the article. Disclosure permission is decided according to the journal information, and only articles given permission are disclosed.
 • For slides and posters whose copyrights are not specified, please register them in "Related document".
 • If you wish to disclose the article, please confirm to the coauthor(s) by yourself beforehand.
 • Before uploading a file, please scan it for security.

Title **Input at least one** Japanese: _____
 English: _____

<③ New data entry >

A new data entry screen is opened. Please select **"Doctoral Thesis"** from "Types".

Thesis New data registration [Help](#)

* Operation of T2R2 system⇒"Doctoral Thesis Data Registration Flow"(PDF)

* Revision of Part of Academic Degree Rule⇒"To the students who earned doctoral degree at Tokyo Institute of Technology on and after April 1st, 2013"

* If you plan to apply for a patent in regard to the content of your doctoral thesis, please contact Intellectual Property Group, Industrial Cooperation Division (Exention 3819, san_chi@jim.titech.ac.jp). Please register your thesis in T2R2 after you go through the application process for patent.

* Please click "Register" button when all data entered

Register Save temporarily Cancel

Conferring organization **Mandatory** Japanese: 東京工業大学
 English: Tokyo Institute of Technology

Publication types **Mandatory** Types: **Doctoral Thesis** * If you want to register a lecture for people in general, please input it to Social Work in Other Activities.
 Degree: * This item is set by Student Division.
 Degree type: * This item is set by Student Division.
 Country(Japanese): 日本
 Country(English): Japan

Language **Mandatory** Japanese

File **Arbitrary** File unregistered File upload
 • For slides and posters whose copyrights are not specified, please register them in "Related document".
 • Before uploading a file, please scan it for security.

Title **Input at least one** Japanese: _____
 English: _____

<④ Thesis new data registration >

Please confirm that **"Thesis New data registration"** is displayed on the upper left of the screen.

• It is essential to register thesis in PDF format. Please complete registration even if you don't wish to disclose it.

Register Save temporarily Cancel

Conferring organization **Mandatory** Japanese: 東京工業大学
 English: Tokyo Institute of Technology

Publication types **Mandatory** Types: **Doctoral Thesis** * If you want to register a lecture for people in general, please input it to Social Work in Other Activities.
 Degree: * This item is set by Student Division.
 Degree type: * This item is set by Student Division.
 Country(Japanese): 日本
 Country(English): Japan

Language **Mandatory Japanese**

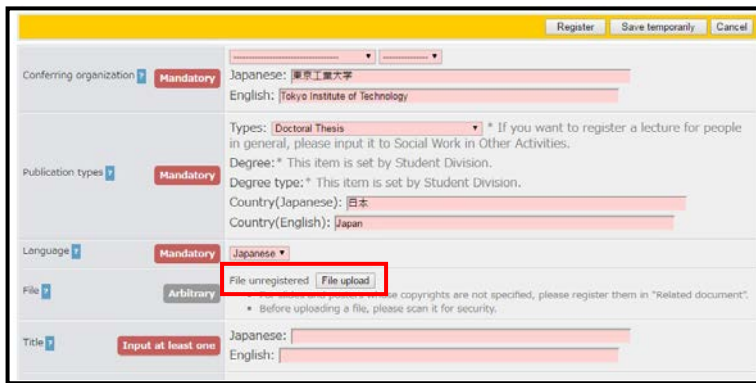
File **Arbitrary** File unregistered File upload
 • For slides and posters whose copyrights are not specified, please register them in "Related document".
 • Before uploading a file, please scan it for security.

Title **Input at least one** Japanese: _____
 English: _____

<⑤ Select your thesis's Language>

Please select the language of your thesis.

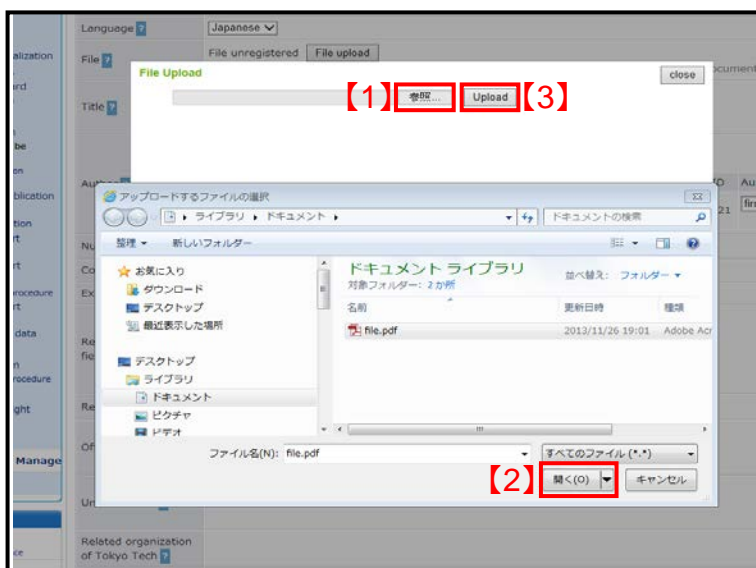
Note: The initial status is Japanese.



<⑥ Upload PDF>

Please click “File upload”.

* The recommended version of PDF is PDF 1.4 or less.



<⑦ Upload PDF>

“File Upload” screen is opened. Click “参照” [1]. Secondly, click “開く” [2] specifying PDF file. And then click “Upload” [3].

* The wording may differ by browser.



<⑧ Select status of disclosure>

When PDF file is uploaded, “Disclose file in the Internet” is displayed. Please select either “Wish to disclose” or “Do not wish to disclose”.

In general please select “Wish to disclose”.

If you cannot disclose outside Tokyo Tech due to inevitable reasons, please select “Do not wish to disclose”. *Tokyo Tech’s approval is required.

Register Save temporarily Cancel

Conferring organization **Mandatory** Japanese: 東京工業大学
English: Tokyo Institute of Technology

Publication types **Mandatory** Types: Doctoral Thesis * If you want to register a lecture for people in general, please input it to Social Work in Other Activities.
Degree: * This item is set by Student Division.
Degree type: * This item is set by Student Division.
Country(Japanese): 日本
Country(English): Japan

Language **Mandatory** English

File **Arbitrary** test.pdf Delete Extract data
Disclose file on the Internet: Wish to disclose / Do not wish to disclose
• For slides and posters whose copyrights are not specified, please register them in "Related document".
• Before uploading a file, please scan it for security.
• [Disclose file on the Internet] is required.
• If you want to replace the PDF file after submitting "Kohyoshoninshiseisho", please contact Graduate Group, Student Division (kyo.dai@jim.titech.ac.jp, Ext. 7642).

Title **Input at least one** Japanese: 学位論文
English: Doctoral Thesis

<⑨ Enter title>

Enter the title of your doctoral thesis; Japanese title in "Japanese" and English title in "English" respectively. If you have Japanese title or English title only, you are allowed to put either one of the two.

Thesis New data registration Help

* Operation of T2R2 system=>"Doctoral Thesis Data Registration Flow"(PDF)
* Revision of Part of Academic Degree Rule=>"To the students who earned doctoral degree at Tokyo Institute of Technology on and after April 1st, 2013"
* If you plan to apply for a patent in regard to the content of your doctoral thesis, please contact Intellectual Property Group, Industrial Cooperation Division (Extension 3819, san.chi@jim.titech.ac.jp). Please register your thesis in T2R2 after you go through the application process for patent.
* Please click "Register" button when all data entered

Register Save temporarily Cancel

Conferring organization **Mandatory** Japanese: 東京工業大学
English: Tokyo Institute of Technology

Publication types **Mandatory** Types: Doctoral Thesis * If you want to register a lecture for people in general, please input it to Social Work in Other Activities.
Degree: * This item is set by Student Division.
Degree type: * This item is set by Student Division.
Country(Japanese): 日本
Country(English): Japan

Language **Mandatory** English

File **Arbitrary** test.pdf Delete Extract data
Disclose file on the Internet: Wish to disclose / Do not wish to disclose
• For slides and posters whose copyrights are not specified, please register them in "Related document".
• Before uploading a file, please scan it for security.
• [Disclose file on the Internet] is required.
• If you want to replace the PDF file after submitting "Kohyoshoninshiseisho", please contact Graduate Group, Student Division (kyo.dai@jim.titech.ac.jp, Ext. 7642).

Title **Input at least one** Japanese: 学位論文
English: Doctoral Thesis

<⑩ Registration>

Click "Register" on the upper right of the screen.

Paper, Book, Presentation Register Confirm

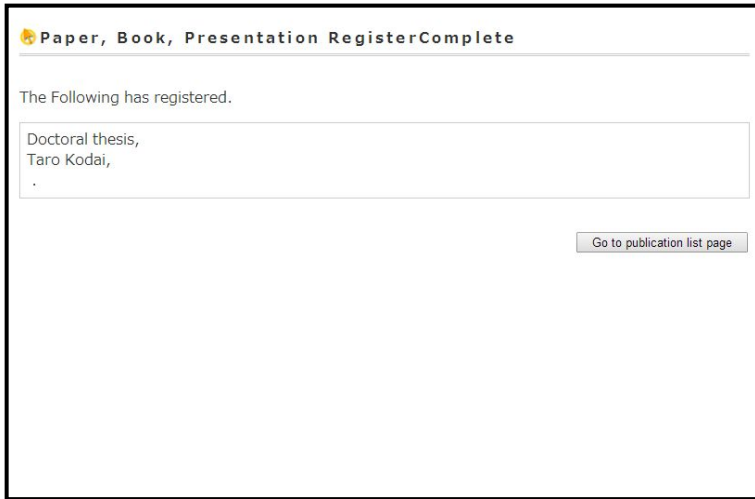
Please confirm the following publication data before update.

Register Back

Disclosure condition	Undefined -> Wish to disclose: 公開
Title	Japanese: 学位論文 English: Doctoral Thesis
Described Author Names	Japanese: 工大大部 English: Taro Kodai
Author Links	Japanese: 工大大部 English: Taro Kodai
Types	Doctoral Thesis Types: Doctoral Thesis Country: Japan
Language	English
Conferring organization	Japanese: 東京工業大学 English: Tokyo Institute of Technology

<⑪ Confirm registration >

Click "Register" again after confirming the content. This concludes the registration.



<⑫ Completion of registration>

When the registration is concluded, the screen turns to “Paper, Book, Presentation Register Complete”.

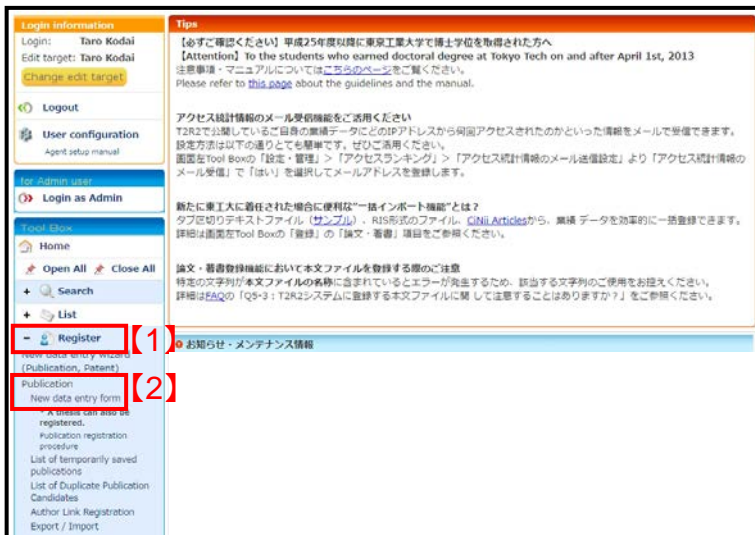
When you select;

→“Wish to disclose” in ⑧,

please proceed to ⑯~⑰ to register the summary.

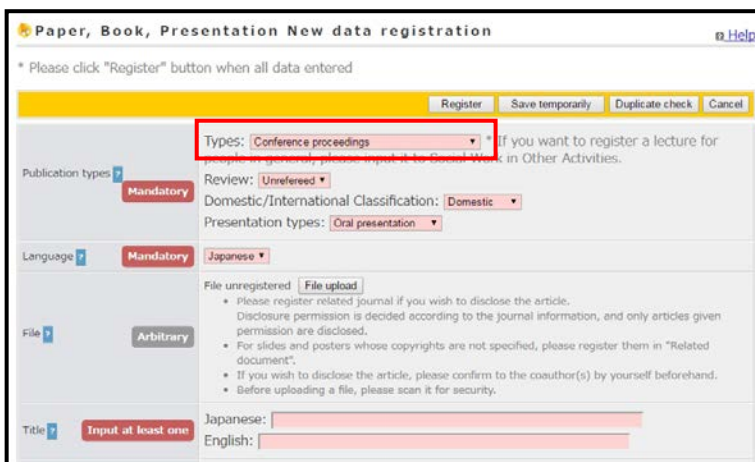
→“Do not wish to disclose”,

please proceed to ⑬~⑮ for outline and ⑯~⑰ for summary.



<⑬ Registration of outline: top page of Academic data registration services >

Select “Register” [1], and click “New data entry form”[2].



<⑭ Registration of outline: new data entry form>

New data registration screen is opened. Please select “Doctoral Thesis Outline” from “Types”.

Then please proceed in the same way as ④ to ⑦.

<15 Registration of outline: Select status of disclosure>

When PDF file is uploaded, “Disclose file in the Internet” is displayed.

For outline, please make sure to select “Wish to disclose”.

Then please proceed in the same way as ⑨ to ⑪.

<16 Registration of summary: top page of Academic data registration services >

Select “Register” [1], and click “New data entry form” [2].

<17 Registration of summary: new data entry form>

New data registration screen is opened. Please select “Doctoral Thesis Summary” from “Types”.

Then please proceed in the same way as ④ to ⑦.

Register Save temporarily Cancel

Conferring organization **Mandatory**
 Japanese: 東京工業大学
 English: Tokyo Institute of Technology

Publication types **Mandatory**
 Types: Doctoral Thesis Summary * If you want to register a lecture for people in general, please input it to Social Work in Other Activities.
 Degree: * This item is set by Student Division.
 Degree type: * This item is set by Student Division.
 Country(Japanese): 日本
 Country(English): Japan

Language **Mandatory**
 English

File **Arbitrary**
 test.pdf Delete Extract data
 Disclose file on the Internet: * Wish to disclose / Do not wish to disclose

- * For slides and posters whose copyrights are not specified, please register them in "Related document".
- Before uploading a file, please scan it for security.
- [Disclose file on the Internet] is required.
- If you want to replace the PDF file after submitting "Kohyoshoninshinseisho", please contact Graduate Group, Student Division (kyo.dai@jim.titech.ac.jp, Ext. 7642).

< ⑩ Registration of summary: Select status of disclosure>

When PDF file is uploaded, "Disclose file in the Internet" is displayed.

For summary, please make sure to select "Wish to disclose".

Then please proceed in the same way as ⑨ to ⑪.

【FAQ】

・ FAQ 1

Q. I registered a wrong title. How do I operate to correct it?

・ FAQ 2

Q. I had already submitted “Application for Approval of Doctoral Thesis Publication”, but I want to replace the registered thesis.

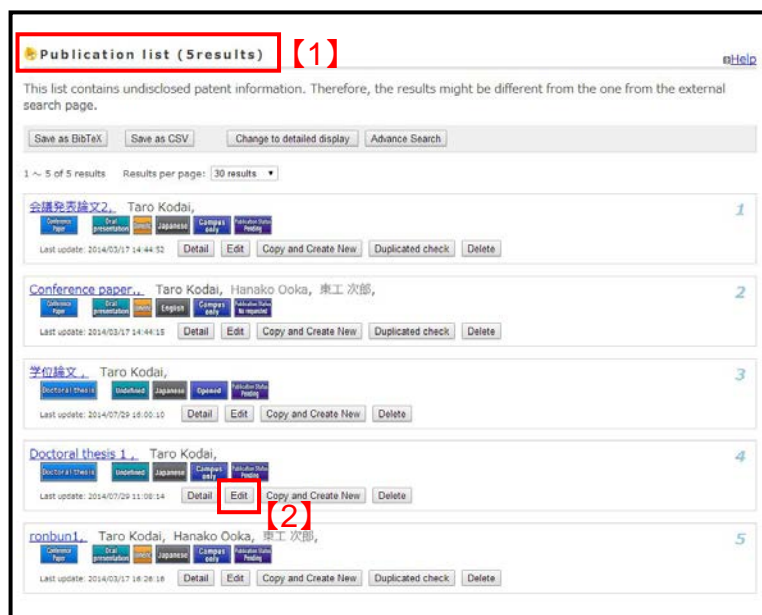


・ FAQ 1

Q. I registered a wrong title. How do I operate to correct it?

A. Click “List” under Tool Box[1], and click “Publication list”[2].

*Attention: Please take care not to click “Output list”.



“Publication list” screen is opened[1]. Please click “Edit” [2] to open the screen to edit.

Please make sure that the screen shows “Thesis Edit”. If the screen shows “New data registration”, please return to “Publication list” screen and start over again.

Correct the title in the same way as ⑨ to ⑩.

• FAQ 2

Q. I had already submitted “Application for Approval of Doctoral Thesis Publication”, but I want to replace the registered thesis.

A. Please contact below.

【Contact】

Content	Contact	
How to use T2R2	Research Repository Working Group	t2r2@libra.titech.ac.jp
Submission of doctoral thesis	(Ookayama) Graduate Group Student Division Student Service Department	kyo.dai@jim.titech.ac.jp
	(Suzukakedai) Student Group Student Division Suzukakedai Administration Office	suz.kyo@jim.titech.ac.jp
Disclosure of doctoral thesis on Internet	Doctoral Thesis Working Group	ronbun@jim.titech.ac.jp