

Doctoral Thesis Data Registration Flow

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

11 December 2018 (8 October 2024 Update)

*All items described in this manual are essential.

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



<① Log in:through Portal for Sci & Eng Field, Science Tokyo >

Access T2R2 System through Portal for Sci & Eng Field, Science Tokyo.

Log in to Portal for Sci & Eng Field, Science Tokyo, and click “東京科学大学リサーチリポジトリ (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 (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 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.

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 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

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

<⑥ Upload PDF>

Please click “File upload”.

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

Language Japanese

File File unregistered File upload

Title

File Upload

アップロードするファイルの選択

ドキュメントライブラリ

対象フォルダー: 2カ所 並べ替え: フォルダー

名前 更新日時 種類

file.pdf 2013/11/26 19:01 Adobe Acr

ファイル名(N): file.pdf 全てのファイル(*.*)

開く(O) キャンセル

<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.

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 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** test.pdf Delete Extract data

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

Disclose file on the Internet: ☒ Wish to disclose / ☐ Do not wish to disclose

<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 "Kohyoshoninshinseiso", 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 "Kohyoshoninshinseiso", 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に変更
Title	Japanese: 学位論文 English: Doctoral Thesis
Described Author Names	Japanese: 工大太郎 English: Taro Kodai
Author Links	Japanese: 工大太郎 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.

 **Paper, Book, Presentation RegisterComplete**

The Following has registered.

Doctoral thesis,
Taro Kodai,
.

[Go to publication list page](#)

<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 ⑯~⑱ to register the
summary.

→“Do not wish to disclose”,
please proceed to ⑬~⑮ for outline and
⑯~⑰ for summary.

Login Information

Login: Taro Kodai

Change: Taro Kodai

change edit target

Logout

User configuration

Agent setup manual

for Admin user

Login as Admin

Tool Box

Home

Open All Close All

Search

List

Register 【1】

New data entry form
(Publication, Patent)

Publication 【2】

New data entry form

It means can also be registered.

Publication registration procedure

List of temporarily saved publications

List of Duplicate Publication Candidates

Author Link Registration

Export / Import

Tips

【必ずご確認ください】平成25年度以降に東京工業大学で博士学位を取得された方へ

【Attention】To the students who earned doctorate degree at Tokyo Tech on and after April 1st, 2013

注意事項・マニュアルについては[こちらのページ](#)をご覧ください。

Please refer to [this page](#) about the guidelines and the manual.

アクセス統計情報のメール発信機能を有効化ください

T2R2で公開しているご自身の業績データにどのメールアドレスから何回アクセスされたのかといった情報をメールで受信できます。

設定方法は以下の通りでも簡単です。ぜひご利用ください。

画面左Tool Boxの「設定・管理」>「アクセスランキング」>「アクセス統計情報のメール送信設定」より「アクセス統計情報のメール受信」で「はい」を選択してメールアドレスを登録します。

新たに東工大に着任された場合に便利か一括インポート機能とは？

タブ区切りテキストファイル（[サンプル](#)）、RIS形式のファイル、[CINII Articles](#)から、業績データを効率的に一括登録できます。

詳細は画面左Tool Boxの「登録・検索」項目をご覧ください。

論文・著書登録機能において本文ファイルを登録する際のご注意

特定の文字列が本文ファイルの名称に含まれているとエラーが発生するため、該当する文字列のご使用をお控えください。

詳細はFAQの「Q5-3: T2R2システムに登録する本文ファイルに関して注意することはありますか?」をご参照ください。

お知らせ・メンテナンス情報

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

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

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

* Please click "Register" button when all data entered

Register Save temporarily Duplicate check Cancel

Publication types **Mandatory**

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

Review: Unrefered

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.

Japanese:

English:

Title **Input at least one**

< 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.

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 Outline 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

Disclosure 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.
- [Disclosure 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).

<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.

Login Information

Login: Taro Kodai

Edit target: Taro Kodai

Logout

User configuration

Agent setup manual

For Admin user

Login as Admin

Tool Box

Home

Search

List

Register [1]

New data entry wizard (Publication, Patent)

New data entry form [2]

A thesis can also be registered.

Publication registration procedure

List of temporarily saved publications

List of Duplicate Publication Candidates

Author Link Registration

Export / Import

Tips

【必ずご確認ください】平成25年度以降に東京工業大学で博士学位を取得された方へ

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Please refer to this page about the guidelines and the manual.

アクセス統計情報のメール受信機能をご活用ください

T2R2で公開しているご自身の業績データにどのIPアドレスから何回アクセスされたのかといった情報をメールで受信できます。

設定方法は以下の通りとても簡単です。ぜひご活用ください。

画面左Tool Boxの「設定・管理」>「アクセス統計情報のメール送信設定」より「アクセス統計情報のメール受信」で「はい」を選択してメールアドレスを登録します。

新たに東工大に着任された場合に便利な「一括インポート機能」とは？

タブ区切りテキストファイル（サンプル）、RIS形式のファイル、Cinii Articlesから、業績データを効率的に一括登録できます。

詳細は画面左Tool Boxの「登録」の「論文・著書」項目をご確認ください。

論文・著書登録機能において本文ファイルを登録する際のご注意

特定の文字列が本文ファイルの名称に含まれているとエラーが発生するため、該当する文字列のご使用をお控えください。

詳細はFAQの「Q5-3：T2R2システムに登録する本文ファイルに関して注意することはありますか？」をご確認ください。

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

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

Paper, Book, Presentation New data registration Help

* Please click "Register" button when all data entered

Register Save temporarily Duplicate check Cancel

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

Language **Mandatory** Japanese

File **Arbitrary** File upload

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

File unregistered

- 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.

<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.dei@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.

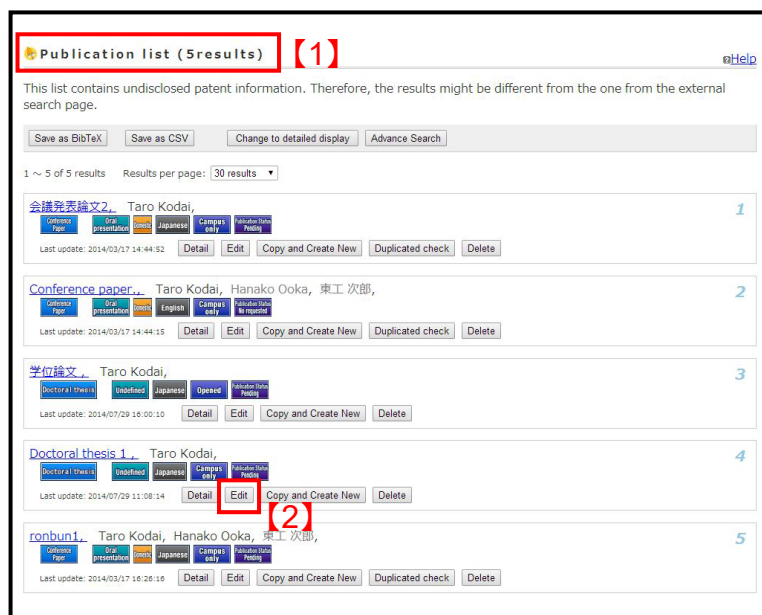


・ FAQ 1

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.

Thesis Edit [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"](#)

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* 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** test.pdf Delete Extract data
Disclose file on the Internet: 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).

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

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 ⑪.

Thesis Edit [Help](#)

* Operation of T2R2 system⇒["Doctoral Thesis Data Registration Flow"\(PDF\)](#)

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Register Save temporarily Cancel

Conferring organization **Mandatory** Japanese: 東京工業大学
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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** test.pdf Delete Extract data
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- 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).

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

・ 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	Library Infrastructure Group Library Services Division Information Infrastructure Department	t2r2@libra.titech.ac.jp
Submission of doctoral thesis	(Ookayama) Graduate Services Group Student Division Education Planning Department	kyo.dai@jim.titech.ac.jp
	(Suzukakedai) Suzukakedai Student Group Student Division Education Planning Department	suz.kyo@jim.titech.ac.jp
Disclosure of doctoral thesis on Internet	Doctoral Thesis Working Group	ronbun@jim.titech.ac.jp