

## Work procedure for digitization of dissertation (Students at GBC are excluded.)

Director

Library and Academic Information Center

Kobe Campus for Commerce, University of Hyogo

Dissertations received at the Library and Academic Information Center (LAIC) will be archived and available for viewing and photocopying. This document summarizes the procedures students must complete to submit the dissertations electronically to LAIC. LAIC will only accept files created following this procedure.

Please note that the manner of submission to the Academic Affairs Section differs from this one.

LAIC, Kobe Campus for Commerce (KCC), is responsible for storing, viewing and copying dissertations, but has no bearing upon where credit is submitted.

1) Combine the final version of the files composing the thesis and its abstract together in a single file, and convert it to a single PDF/A file. Refer to the two attached documents.

1 How to combine Word documents with different formats into a single file.

2 How to create a PDF/A file

2) Download the file of Consent to Use of the Degree Thesis (CUDT) from the website of LAIC-KCC, fill in the necessary information, and process it into a PDF/A file. (Note that the CUDT format varies by department.)

URL [https://lib.laic.u-hyogo.ac.jp/laic/4/e/CUDT/index\\_CUDT.html](https://lib.laic.u-hyogo.ac.jp/laic/4/e/CUDT/index_CUDT.html)

3) Change the file names of the above two documents processed into PDF/A files as follows. The file names depend on the School you belong to.

Students of the School of Economics and Management and the Graduate School of Social Sciences

Thesis file:

Thesis\_20\*\*\_●●Seminar\_Your Name

20\*\* is the graduation year (AD)

●● is the name of the supervisor

CUDT file:

CUDT\_20\*\*\_●●Seminar\_Your Name

Students of the School of Social Information Science

Thesis file:

Thesis\_20\*\*\_●●Laboratory\_Your Name

20\*\* is the graduation year (AD)

●● is the name of the supervisor

CUDT file:

CUDT\_20\*\*\_●●Laboratory\_Your Name

4 Save the above two documents (thesis and \*\*\*) in a folder, and submit them to your supervisor (not to the Academic Affairs Section or LAIC).

The folder name depends on the School you belong to.

Students of the School of Economics and Management and the Graduate School of Social Sciences

20\*\*\_●●Seminar\_Student ID Number

Students of the School of Social Information Science

20\*\*\_●●Laboratory\_ Student ID Number

The method of submission is instructed by the faculty member to the student.