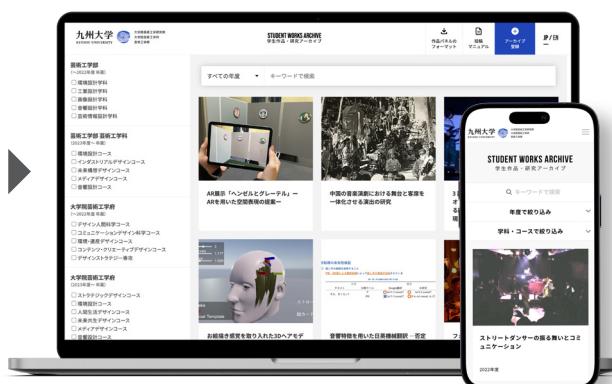


Geiko Student Works and Research Archive Website

Geiko Student Works and Research Archive Website is a platform for submitting, publishing, and viewing student works and research panels online. Consent and confirmation regarding the use of panels are also submitted via the form on this website.

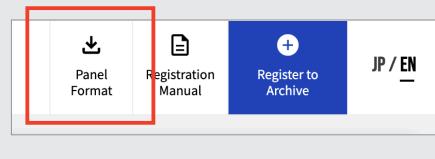


Work/Research Panel



Student Works and Research Archive Website
<https://www.student-works.design.kyushu-u.ac.jp/?l=en>

The format for work/research panels can be downloaded from the "Panel Format" section at the top of the website.



Registration Process

The flowchart for registering work/research panel is shown below.

Some steps are for students to complete, while others are for faculty members. Please review each accordingly.

STEP 1

Archive Registration

Register student work/research panel in the archive website and confirm/fill in details regarding copyright and usage scope, duration, etc. Upon form submission, a confirmation email will be sent to the supervisor.

Handled by Students

Go to Page 2

Please check and fill in the information about your work, the scope and duration of use of the work, and translations. After your response, a confirmation e-mail will be sent to your supervisor.

If you have any questions, please contact Planning and Public Relations Section.
Planning and Public Relations Section, General Affairs Division, Faculty of Art and Design, Kyushu University
E-mail: gkskoh@u.kyushu-u.ac.jp [at] change to @.

The panel template can be downloaded from the link below.
<https://www.student-works.design.kyushu-u.ac.jp/documents/template.xls>

* 必須

作品・研究に関する情報

Information about your works

1. 氏名（日本語表記） *
Your Name
回答を入力してください

2. 氏名（英語表記） *
Your Name (English)

STEP 2

Approval via Email Link to the Form

When a student submits the form, an email notification is sent to the supervisor.

Confirm the work/research panel and the information provided in the email. If everything is acceptable, approve it.

Handled by Supervisor

Go to Page 3

Microsoft Power Apps and Power Automate <microsoft@powerapps.com>

件名:
Cc:

*こちらは自動送信されています

芸工大部門から学生作品・研究アーカイブへの登録がありました。
リンクのダウンロードについて以下の点を確認いただき。
【承認フォーム】のURLから、承認または削除を選択して送信してください。
・他人の著作物又は人物を含む写真等を使用していないこと
・または、他の著作物又は人物を含む写真等の使用について他人の権利（著作権・肖像権等）を侵害していないこと

【作品・研究バナ】
<https://u365.sharepoint.com/>

【作品・研究バナのWeb用軽量のサムネイル】
<https://u365.sharepoint.com/>

【回答内容】
・使用範囲・使用目的の指定
特になし
・他人の著作物又は人物を含む写真等の利用について
使用していない

【承認フォーム】
<https://www.student-works.design.kyushu-u.ac.jp/>

...
If you want to unsubscribe from these emails, please use this [form](#).

Task complete!

Approved work/research panels will be published on the website after the Planning and Public Relations Section reviews their content.

STEP 1 Archive Registration

Handled by Student

Register student works and research in the archive, and confirm and fill in details regarding the scope and duration of use, copyright, etc.

What you need

① Image file of the work/research panel Required

Please prepare Image of the work/research panel exported in JPEG format with a minimum short side of 1600 px. You may upload up to 2 images, with a total file size of no more than 5MB.



② Thumbnail image Optional

Please prepare one representative image (JPEG or PNG) used in the panel that best represents your work or research.

- File size: up to 1 MB
- Recommended size: 720 px (width) x 480 px (height)

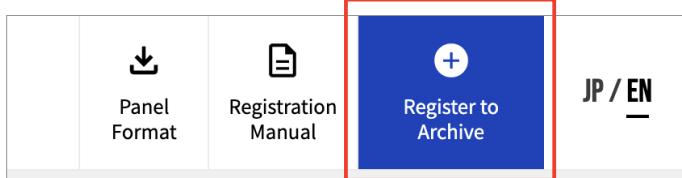
If no thumbnail is provided, a default image will be displayed.

① Image of the work/research panel

- JPEG format
- * minimum shortside of 1600 px
- Up to 2 files
- * total file size of no more than 5MB

Registration Form

Click "Register to Archive" at the top right of the website to access the archive registration form.



Entering Work/Research Information

Fill in details about the work or research and upload the panel image(s) and thumbnail image.

Student Information

- Name (Japanese / English)
- Student ID
- Department / Course
- Contact email address

Work/Research Information

- Title of the work/research (Japanese/English)
- Image(s) of the work/research panel
- Thumbnail image of the work/research panel
- Keywords related to the work/research (Japanese/English)
- Name of your supervisor
- Email address of your supervisor



Top image of the registration Form

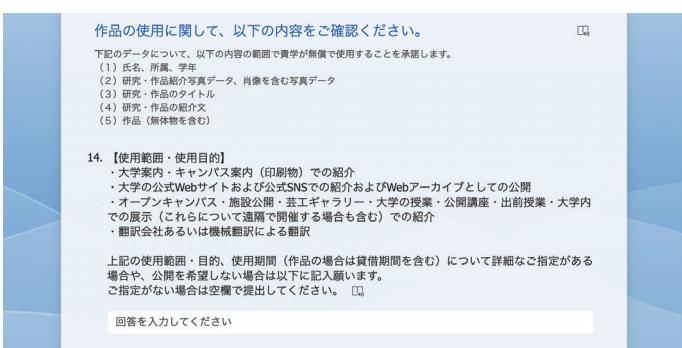
Confirmation of Work/Research Panel Usage

Confirm and respond regarding the scope of use, duration of use, and copyright for the work/research panel.

Once the form is submitted, a confirmation email will be sent to the supervisor. (→ Proceed to STEP 2)

If you wish to keep the Work/Research Panel private

- Please specify this in section 14. [Scope and Purpose of Use].



Top image of the submission Form

STEP 2 Approval via Email Link to the Form

Handled by Supervisor

When a student submits a form, a confirmation email is sent to the supervisor.

Confirmation of the Submitted Content

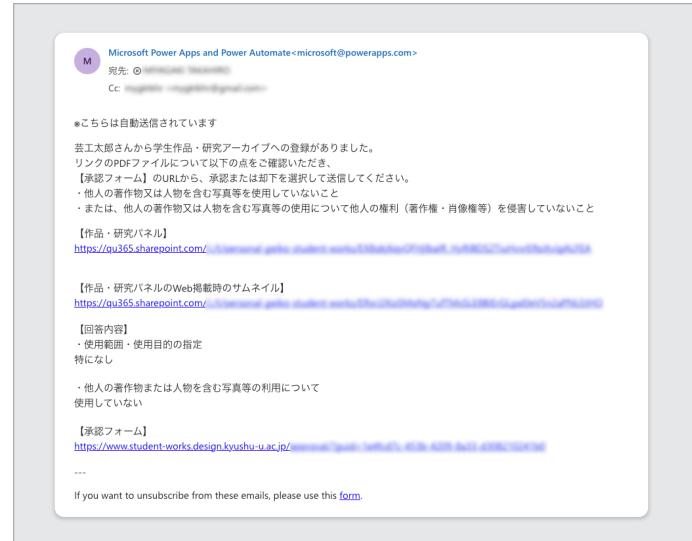
From the email, you can check the images of the work/research panel and the thumbnail for web display submitted by the student in STEP 1

Please ensure that the content meets the following conditions:

The panel and thumbnail do not use any third-party copyrighted materials or images containing identifiable individuals, OR

If such materials are used, the student has obtained proper permission and no rights (copyright, portrait rights, etc.) are infringed.

Also, review the responses regarding usage permissions.



Sample e-mail (sent to the supervisor)

Approval or Request for Revision

Click the URL for the Approval Form in the email to open the form.

If there are no issues

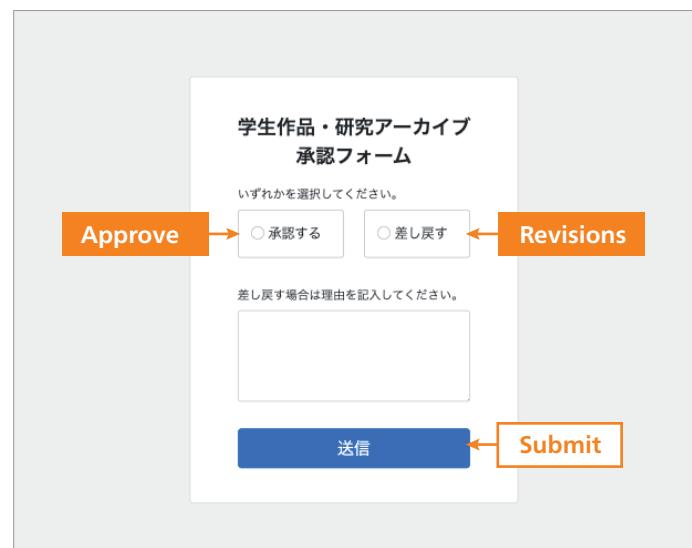
- Select "Approve" and click "Submit."
- The student will receive an email confirming approval.

If revisions are required

- Select "Request for Revision", enter the reason, and click "Submit".
- The student will receive an email indicating the request for revision along with the reason.

If the student wishes to keep the work private

- instruct them to fill in section 14. [Scope and Purpose of Use] in STEP 1 and resubmit the form.



Approval Form

Task complete!

Approved work/research panels will be published on the website after the Planning and Public Relations Section reviews their content.