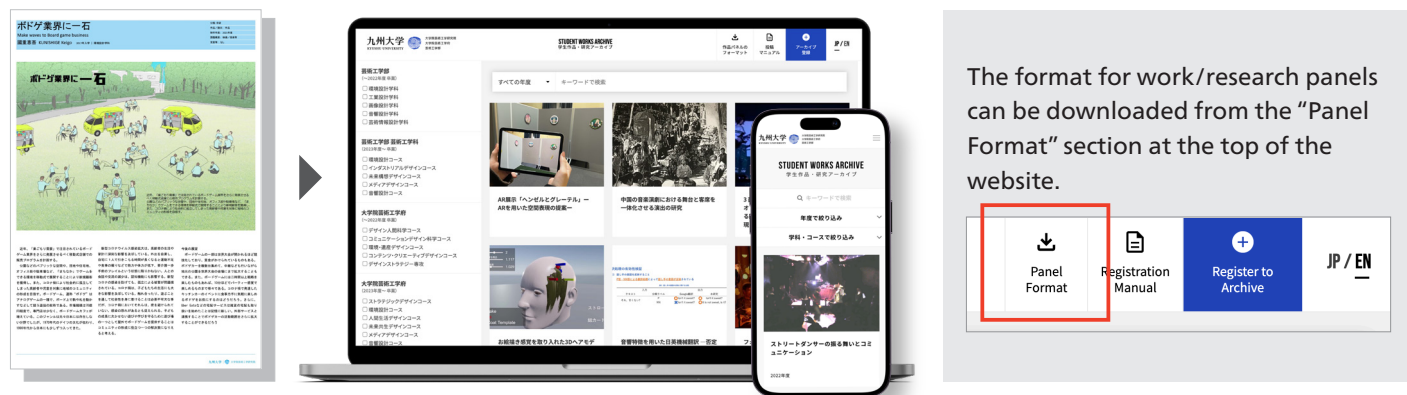


# Geiko Student Works and Research Archive Website

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>

## 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

### STEP 2

#### Approval via Email Link to the Form

When a student submit 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



#### 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) × 480 px (height)

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



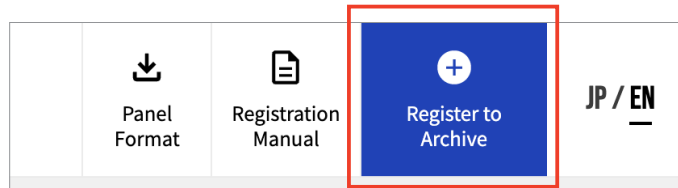
2 Thumbnail image

#### 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.



You can access the form from the "Register to Archive" button at the top right of the website.

### 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

### 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].

学生作品・研究アーカイブの登録  
Registration for Student Works Archive

作品・研究に関する情報の記入、作品の使用範囲や期間、著作権等について確認・記入してください。  
回答後、確認のメールが指導教員宛に送信されます。

ご不明な点は企画・広報係までお問い合わせください。  
【担当窓口】九州大学芸術工学部事務総務課 企画・広報係  
E-mail: gskohoj[at]jmu.kyushu-u.ac.jp \* [at] → @に変更してください

▼パネルのテンプレートは以下からダウンロード可能です。  
<https://www.student-works.design.kyushu-u.ac.jp/documents/template.zip>

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Please check and fill in the information about your work, the scope and duration of use of the work, and copyrights. After submitting 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: gskohoj[at]jmu.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.zip>

Top image of the registration Form

作品の使用に関して、以下の内容をご確認ください。

下記のデータについて、以下の内容の範囲で貴学が無償で使用することを承諾します。

(1) 氏名、所属、学年  
(2) 研究・作品紹介写真データ、肖像を含む写真データ  
(3) 研究・作品のタイトル  
(4) 研究・作品の紹介文  
(5) 作品（無体物を含む）

14. 【使用範囲・使用目的】  
・大学案内・キャンパス案内（印刷物）での紹介  
・大学の公式Webサイトおよび公式SNSでの紹介およびWebアーカイブとしての公開  
・オープンキャンパス・施設公開・芸工ギャラリー・大学の授業・公開講座・出前授業・大学内での展示（これらについて遠隔で開催する場合も含む）での紹介  
・翻訳会社あるいは機械翻訳による翻訳

上記の使用範囲・目的、使用期間（作品の場合は貸借期間を含む）について詳細なご指定がある場合や、公開を希望しない場合は以下に記入願います。  
ご指定がない場合は空欄で提出してください。

回答を入力してください

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

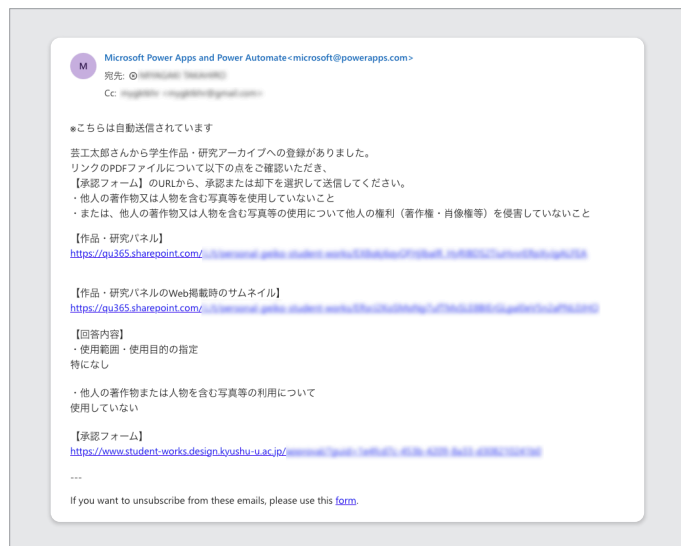
From the email, you can check the images of the work/research panel and the thumbnail for web display submitted by the student in STEP 1

#### 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.