**Guidelines for Documenting Student Works and Research Data**

With the aim of building a "Design Student Works and Research Archive of Design," this department has been continuously collecting "student works and research data" since 2015, focusing on graduation works and research as well as master's works and research.   
 In this regard, please create a format based on the guidelines below.　Submission deadline: Friday, February 28.

1. As a general rule, choose one of three provided formats.

However, with the exception of the header and footer, you may modify the layout as needed.

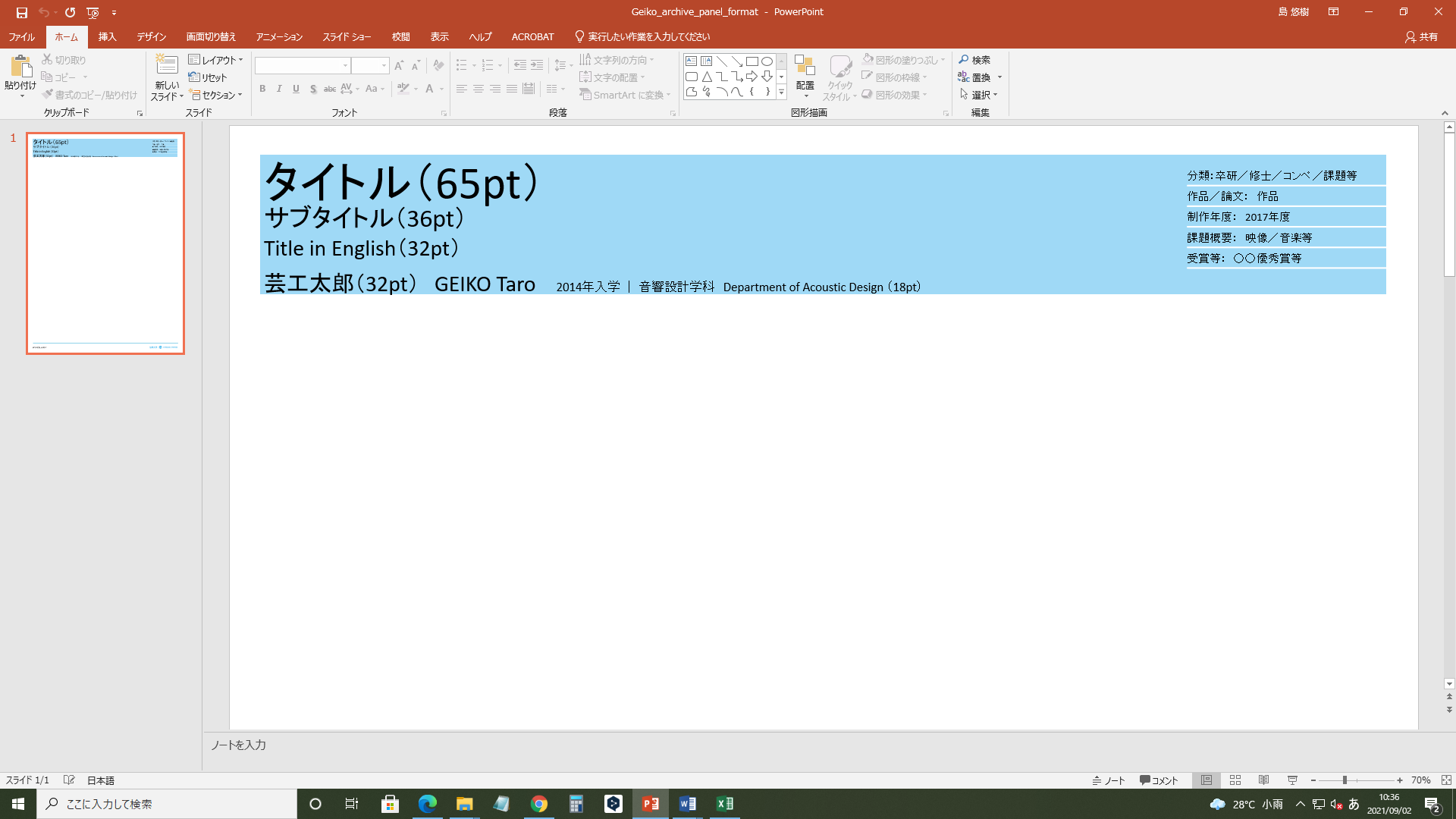
1. The following information must be filled in:
2. Title: There is no limit to the number of characters. If there is a subtitle, include it below the main title.
3. Name: Write in the order of first name, last name, and middle name.
4. Year of enrollment: Record as "Enrolled in 20XX" using four-digit format.

Affiliated Course, Department/Major: Specify the department, course, or major from the provided list.

※Please add English notation for ① ~ ③.

1. Category: Select and fill in one of the following: graduation research, master's research, competition, project assignment, etc.
2. Work type: Indicate whether it is a work or a thesis.
3. Year of production: Record as " 20XX Academic Year" using four-digit format
4. Overview of the work: Provide a description that clearly explains the content, such as cultural property restoration, music performance, video production, etc.
5. Awards, etc.: If the work has received awards, include them (for example, “Grand Prize at XX Competition.”)  
   If the awards exceed the space provided or if there are multiple awards, include them in section⑫.

<Example of how to fill ①~⑧>



**①**

**②**

**③**

**④**

**⑤**

**⑦**

**⑧**

**⑥**

1. Work description: There is no character limit, but please write in a way that is understandable even by non-specialists.
2. Photographs and other illustrations: Provide 2~5 photographs or illustrations (be careful not to use materials that infringe on copyright and portrait rights.)
3. Photo captions: Around 40 characters per caption.
4. Storage location and condition: Specify the type (for example, model, DVD) and its storage location, as well as any awards (in case of multiple awards)

　　Example 1: [Name of model] is stored at [location] (as of [date]).

Example 2: [Name of award], 2018, [Name of organization].

\*For specific details on what to include, please refer to the on-campus exhibits (in front of classrooms 524 and 525 on the 2nd floor and classroom 531 on the 3rd floor of Building 5) or the data sample attached to this request.

3. Font types: For items ①②③④⑤⑥⑦⑧⑪⑫ use MSP Gothic. For item ⑨ use MS Gothic.

Font sizes: ①65, ②32, ③18, ④ ~ ⑧16, ⑨22, ⑪⑫16.

**The file should be named as follows. \*** Only use half-width alphanumeric characters.

**Presentation (Year in 4-digit)\_Affiliation (abbreviation: SED, SID, SFD, SMD, SAD, etc.)\_ Student number.**

If there are multiple panels, add "\_1" and the number of panels after the student number.

Example: In the case of the Environmental Design Course of the Faculty of Design

Example 1: 2023\_SED\_1DS15456E

Example 2: 2023\_SED\_1DS15456E\_1 \* Only in the case of multiple panels

<List of Courses>

|  |  |  |  |
| --- | --- | --- | --- |
| Faculties and Graduate Schools | Course | | Abbreviation |
| 芸術工学部School of Design | 環境設計コース（Environmental Design Course） | | SED |
| インダストリアルデザインコース (Industrial Design Course) | | SID |
| 未来構想デザインコース（Design Futures Course） | | SFD |
| メディアデザインコース (Media Design Course) | | SMD |
| 音響設計コース（Acoustic Design Course） | | SAD |
| 芸術工学府Graduate School of Design | ストラテジックデザインコース (Strategic Design Course) | | GSD |
| 環境設計コース（Environmental Design Course） | | GED |
| 人間生活デザインコース（Human Life Design and Science Course） | | GHLD |
| 未来共生デザインコース (Design Futures Course) | | GFD |
| メディアデザインコース (Media Design Course) | | GMD |
| 音響設計コース（Acoustic Design Course） | | GAD |
| Former Faculties and Graduate Schools | Department, Major, Course | | abbreviation |
| 芸術工学部  School of Design | 環境設計学科（Environmental Design） | | ED |
| 工業設計学科（Industrial Design） | | ID |
| 画像設計学科（Visual Communication Design） | | VCD |
| 音響設計学科（Acoustic Design） | | AD |
| 芸術情報設計学科（Art and Information Design） | | AID |
| 芸術工学府  Graduate School of Design | 芸術工学専攻  （Design） | デザイン人間科学コース （Human Science Course）,  デザイン人間国際科学コース  （Human Science International Course） | HS |
| コミュニケーションデザイン科学コース  （Communication Design Science Course） | CDS |
| 環境・遺産デザインコース  （Environment and Heritage Design Course） | EHD |
| コンテンツ・クリエーティブデザインコース  （Content and Creative Design Course） | CCD |
| デザインストラテジー専攻  （Design Strategy） | | DS |