Procedures for Master's Thesis

Enrollment in April(October), Completion in March(September)

* Where to Submit: Student Support Office responsible for the Program the student belongs to (e.g., the office responsible for the graduate course)
* The formats of underlined documents can be downloaded from the Graduate School website.

<Academic Year of Enrollment> M1

<Expected Academic Year of Completion> M2

December | October (April) | January (July) | February (August) | March (September)

Student

Submit research title
*Submit documentation

Deadline: Apr. 15 (Oct.15)

At the end of each semester, students must prepare a research plan and progress report, check it with their main supervisor and sub-supervisors, and submit it to the support office in charge of the program to which they belong.

Mid-term presentation

Submit master's thesis title
* Submit documentation

Deadline: Oct. 15 (Apr.15)

Students wishing for early completion must also submit an Early Completion Application Form.
*Other procedures are the same as those for ordinary students.
*For details, contact the Student Support Office (responsible for graduate course).

- Submit master's thesis summary
- Submit master's thesis
- Confirmation concerning the submission of hemaster's thesis
- Apply for patent system (when necessary)

Deadline: Jan. 25 (Jul. 25)

After submission, in principle, any change to themaster's thesis title may not be accepted.

Master's thesis presentation

Mid-Feb. (Early-Aug.)

- Submit master's thesis (final version) (as instructed by Program)
- Submit master's thesis summary (final version)
- Consent for Thesis Deposit in the Institutional Repository (Note*)

Feb. 22 (Aug. 22)

Note *: Submission is required only when students wish to deposit their thesis in the Institutional Repository.

Completion

Recommendation ↑ ↓ Submission

Supervisor

- Notify deputy supervisors
*Submit a Notification of Research Title

Deadline: Apr. 15 (Oct.15)

- Recommend Screening Committee members
* Submit a Notification of Master's Thesis Title
- For students wishing for early completion, submit an Early Completion Application Form (Comments by supervisor)

Deadline: Oct. 15 (Apr.15)

Apply for patent system (when necessary)

Deadline: Jan. 25 (Jul. 25)

- Submit a report on master's thesis screening/final examination results.
- For students wishing for early completion, submit a report on early completion screening results.

Feb. 22 (Aug. 22)

Approval by the Board of Representatives