

11. Submission of Master's Thesis (Preparation Procedures)

(Established on April 1, 2008)

(Revised by Graduate School Council on June 25, 2012)

1. Submission of Summary of Master's Thesis (paper for oral presentation of Master's thesis)

(1) Submit by: For completion in March: January 25, 5:00 p.m.

For completion in September: July 25, 5:00 p.m.

(2) Submit to: Student Support Office of the Graduate School of Biosphere Science

(3) Number of copies: One

(4) Preparation procedures:

① Download a Summary of Master's Thesis template in Microsoft Word format from the website of the Graduate School of Biosphere Science, fill out the form electronically and print the completed form (Use up to 2 sheets of A4 size paper in vertical format and write horizontally). Do not enter page numbers.

② A summary must contain the objective, methods, results and discussions in this order, as a general rule.

③ If you do not wish to make your summary public for patent or other purposes, you must apply for an embargo in advance.

④ The summary submitted will be printed as it is in a collection of summaries of Master's theses. Figures, if you insert them, should be sharp enough for printing.

* If there is a change to any item of the Notification of Research Title that you have submitted, be sure to report the change to the Graduate School of Biosphere Science Student Support Office.

2. Submission of Master's Thesis (may be temporarily bound)

(1) Submit by: For completion in March: January 25, 5:00 p.m.

For completion in September: July 25, 5:00 p.m.

(2) Submit to: Student Support Office of the Graduate School of Biosphere Science

(3) Number of copies: One per member of the screening committee

(4) Preparation procedures:

① Use A4 size paper in vertical format and write horizontally.

② A cover sheet, heading, etc. shall be prepared in accordance with Attachments I-1 and I-2.

3. Submission of Master's Thesis (final version)

(1) Submit by: For completion in March: February 23, 5:00 p.m.

For completion in September: August 23, 5:00 p.m.

- (2) Submit to: Student Support Office of the Graduate School of Biosphere Science
- (3) Number of copies: One (hard copy)
- (4) Preparation procedures:

Attach a cover sheet and heading (see Attachments I-1 and I-2) to the thesis. Do not punch holes in the copy. Submit a hard copy, fastened with a binder clip, in a clear plastic sleeve.

4. Submission of Document, etc. for Thesis Deposit in Institutional Repository (For those who wish to deposit only)

- (1) Submit by: For completion in March: February 23, 5:00 p.m.
For completion in September: August 23, 5:00 p.m.
- (2) Submit to: Student Support Office of the Graduate School of Biosphere Science
- (3) Items and number of copies to be submitted:
 - ① CD containing electronic copies of Master's thesis summary and thesis: One
 - ② Thesis Deposit Agreement (approval of your academic supervisor is required): One

Notes: If the day stipulated herein falls on Saturday or a national holiday prescribed in the Act on National Holidays, the deadline shall be the previous day, and if the day falls on Sunday, the day before the previous day.