

## **Guide for Master's thesis: Schedule, method of electronic submission, composition and format, and screening standards of the thesis**

This guide is for students who intend to graduate from the Master's Program in March 2020.

Please be advised that the final examination for master's thesis is scheduled as below. Please read the following instructions thoroughly and be careful not to miss any of the deadlines.

### <Schedule>

**Dec.3(Tue) 9:00 : Open for registration**

**January 8 (Wed) 23:59: Deadline for title registration.**

**January 17 (Fri) 12:00: Deadline for master's thesis submission (PDF file)**

**January 28(Tue)-30 (Thu): Master's thesis defense**

**March 2 (Mon) 15:00: Deadline for master's thesis submission (PDF file and bound thesis in the final version)**

\* For those wishing to enter doctoral courses

1. The English diagnostic test (TOEFL-ITP) will be held on Wednesday, February 5th.

3. Please submit one copy of your research plan to the department office by 17:00 on Friday, January 24th.

\* For details, please see the entrance examination information of the EPS HP.

<http://www.eps.s.u-tokyo.ac.jp/admission/doctor-i.html>

### <Method of Electronic Submission>

1. Registration of master's thesis title:

A. Please log in to Information Aggregation System (Joho-Shuyaku System) and update your personal data. Fields marked with \* are mandatory.

<https://secure.eps.s.u-tokyo.ac.jp/administration/>

-Please also update lists of journal publications and conference presentations.

B. Please enter your master's thesis title which must be less than 300 characters in

total. Entering it at your earliest convenience is recommended since the deadline for appointment of your thesis review committee by your academic advisor is the day after the title registration deadline. Both Japanese and English titles are required regardless of the language of your thesis text.

If the text is written in Japanese, the title must be entered as follows:

Japanese/[English]

(No space before and after '/')

(English translation must be entered in one-byte characters in brackets.)

If the text is written in English, the title must be entered as follows:

English/[Japanese]

(No space before and after '/')

(Japanese translation must be entered in brackets.)

-The registered information will be sent to your academic advisor via e-mail automatically.

-Your personal data in Joho-Shuyaku System will only be used for administrative procedures.

## 2. Submission of thesis for review:

- A. Please log in to Joho-Shuyaku System and proceed to the webpage for uploading the thesis.
- B. Please upload the PDF file. The file size must not exceed 100 MB. Uploads can be done unlimitedly until the deadline.
- C. Please make sure that the uploaded file has no problem by downloading and checking it through.
- D. If there is no problem in the uploaded file, please click on 'Confirm'. Please be sure to click before the deadline, since the thesis submission is not completed if not confirmed.

\*Early upload of the file is highly recommended to avoid failure of completing submission, since the network will be busy just before the deadline.

## 3. Master's thesis defense:

The program of the defense will be announced around January 23rd on the

department webpage.

Please prepare 30 copies (printed on A4-size paper; two-sided copying is permitted) of the presentation abstract in the room where the defense will take place before your presentation starts.

4. Submission of thesis final version: PDF file and bound thesis

Please log in to Joho-Shuyaku System and upload the file, following the same procedure as you uploaded the file for review before.

Please also submit a final bound copy of the thesis to the Office of the department (Room 811, Science Building 1) for storage at the department library.

## <Composition and Format of the Thesis>

We have set a guideline for the format of master's thesis. Please follow the guideline when writing your thesis, since unification of the composition and format by following the guideline ensures the necessary elements of master's thesis to be included and enhances readability of the thesis.

1. Paper : Use A4-size paper and write horizontally in single column.
2. Composition: A thesis must be composed of a cover page, abstract, table of contents, text, acknowledgments and references page. The main text of the thesis must be composed of the contents required for general academic papers such as introduction, method, results, discussion and conclusion in an appropriate order of chapters.
3. Fonts: For a Japanese text, the font type must be MS-Mincho, 12 points; For an English text, the font type must be Times, 12 points or an equivalent font.
4. Line spacing and margins: Please use single spacing. The margins must not be narrower than 3 cm on each side and top and bottom.
5. Figures and tables: Figures and tables must be placed within the main text where they are quoted. If it is not feasible, they can be placed on a different page but be sure to insert to the nearest page following the quoted parts. If the figures are extremely numerous, they can be put together at the end of the chapter. Please do not place all the figures/tables at the end of the thesis. Figures and tables must be captioned.
6. Abstract: If the text is written in Japanese, please prepare English abstract, as well as Japanese one. If the text is written in English, Japanese abstract may be added in the thesis.

7. Page numbering: Pages must be numbered at the lower central part of the main text.
8. References: Although the style of references is not specified, necessary information such as author names, paper title, year of publication, name of the journal, volume, and page number must be included. The format must be unified throughout the thesis.

\*Templates of master's theses are available both in Japanese and in English reflecting the above format guideline.

<http://www.eps.s.u-tokyo.ac.jp/template%EF%BC%882020.3%EF%BC%89.pdf>

### <Screening Standards of the Thesis>

1. Standards of granting Master's degree and of advancement to Doctoral Program

\*Standards of granting Master's degree:

Having correct understanding of the significance, objective, method and result of the research, ability to write theoretically and to give a lucid presentation.

\*Standards of advancement to Doctoral Program:

Having adequate research plans and ideas. Possessing academic basis for execution in order to get a doctoral degree within the school years.

2. Evaluation of master's thesis and presentation

The same evaluation standards and methods are applied for every student.

\*Documentary review of the thesis:

(1) Each academic advisor must appoint three candidates for written thesis review by the deadline in Joho-Shuyaku System according to the automatically sent e-mail after each student has registered the information on master's thesis.

(2) Each student must upload the master's thesis in PDF file by the deadline in Joho-Shuyaku System. (Please refer to <Schedule>.)

(3) Each member of the thesis review committee must evaluate on a scale of 1 to 5 (3 as moderate) for the individual fields, 1 to 3 for the overall evaluation for granting Master's degree and yes/no for the overall evaluation for advancement to Doctoral Program.

A. Individual fields:

- (a) Assignment: Whether the motive and significance of selecting the research theme are clear
- (b) Method: Whether the research method is adequate and she/he has sufficient understanding of its principle
- (c) Result: Whether the quality and volume of the research result and its statement (text, formula, figures and tables) are adequate
- (d) Discussion: Whether the understanding of the acquired result is theoretical and clear
- (e) Reference: Whether the evaluation and quotation of the preceding studies are adequate
- (f) Achievement: Whether the scientific achievement level of the acquired result is high
- (g) Prospection: Whether she/he has future potential and originality as a researcher

B. Overall Evaluation:

- (h) Granting Master's degree
- (i) Advancement to Doctoral Program

\* Master's thesis defense:

- (1) Time allocation for oral presentation is 20 minutes, and Qs and As, 10 minutes. Presentation will be stopped if continued over 20 minutes.
- (2) All the faculty members attending the defense must evaluate on a scale of 1 to 5 (3 as moderate) for the individual fields, 1 to 3 for the overall evaluation for granting Master's degree and yes/no for the overall evaluation for advancement to Doctoral Program.

A. Individual fields:

- (a) Assignment: Whether the motive and significance of selecting the research theme is clear
- (b) Method: Whether the research method is adequate and she/he has sufficient understanding of its principle
- (c) Result: Whether the quality and volume of the research result and its statement (text, formula, figures and tables) are adequate
- (d) Discussion: Whether the understanding of the acquired result is theoretical and clear

- (e) Qs and As: Whether she/he answers clearly to the questions
  - (f) Achievement: Whether the scientific achievement level of the acquired result is high
  - (g) Prospection: Whether she/he has future potential and originality as a researcher
- B. Overall Evaluation:
- (h) Granting Master's degree
  - (i) Advancement to Doctoral Program
3. Final evaluation and yes/no decision:
- (1) Decisions for granting master's degree and advancement to the doctoral program are based on the individual fields ('a' to 'e'; 'f' and 'g' are just for reference) and the overall evaluation of the documentary review and the master's thesis defense.
  - (2) Evaluation of the master's thesis is based on 'a' to 'e' evaluation of the individual fields.