

## **Guide for Preparing and Submitting a 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 September 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>

Registration opens on June 29 (Mon)

July 29 (Wed) 23:59: Deadline for title registration.

August 20 (Thu) 12:00: Deadline for master's thesis submission (PDF file)

August 28 (Fri): Master's thesis defense

September 14 (Mon) 15:00: Deadline for master's thesis submission (PDF file and bound thesis in the final version)

### <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 next 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]

(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]

(Japanese translation must be entered in brackets.)

[Note 1] You cannot use any special characters, superscripts, or subscripts in your thesis title. If your thesis title contains such characters, use alternative characters that can be input with a normal keyboard (Use no superscript or subscript. For instance H<sub>2</sub>O and 14C)

[Note 2] Enter a slash (diagonal line “/” ), if any, in one byte without inserting spaces before and after the slash.

[Note 3] You cannot make a change to the title of your thesis on the System even before the deadline if it is “confirmed” by your academic advisor. If you need to change it after it is “confirmed,” contact your academic advisor.

-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.

[Note] Avoid using special characters in the uploading file name.

(Examples)

- Characters that cannot be used in a file name under Windows:

[/][¥][:]["][ ][?][<][>][\*]

- Characters that may cause a problem if contained in a file name:

[ ' ] [ ! ] [ ~ ] [ ` ] [ ; ] [ \$ ] [ # ] [ & ] [ % ]

[ + ] [ ^ ] [ = ] [ , ] [ @ ] [ ¥ (back slash) ] [ (space) ]

\*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 in August on the department webpage.

Please prepare the presentation abstract prior to the defense. The submission method and the deadline will be announced on the webpage as well.

### 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. 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 Japanese text, the font type must be MS-Mincho, 12 points; for 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.

WORD: [http://www.eps.s.u-tokyo.ac.jp/students/m-thesis\\_template\\_2.doc](http://www.eps.s.u-tokyo.ac.jp/students/m-thesis_template_2.doc)

PDF: [http://www.eps.s.u-tokyo.ac.jp/students/m-thesis\\_template\\_2.pdf](http://www.eps.s.u-tokyo.ac.jp/students/m-thesis_template_2.pdf)

## <Screening Standards for the Thesis>

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

\*Standards for 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 for 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 as reviewers of the written

thesis 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 as a PDF file by the deadline in Joho-Shuyaku System. (Please refer to <Schedule>.)

(3) Each member of the thesis review committee will evaluate the thesis 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 the candidate shows 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, followed by 10 minutes for Questions and Answers.

Presentation will be stopped if it continues 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 the candidate 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) Questions and Answers: Whether the candidate answers clearly to the questions
- (f) Achievement: Whether the scientific achievement level of the acquired result is high
- (g) Prospection: Whether the candidate 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.