

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

Department of Earth and Planetary Science, The University of Tokyo

To second-year students of the Master's Program and students who intend to graduate from the Master's Program in March 2018.

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

For students who wish to enroll in the Doctoral Program:

1. Please be sure to apply for the Doctoral Program. Application period is Fri, January 5 through Wed, January 10. Application documents are available at Graduate School Office of School of Science (Science Building 1, Room 105.)
2. TOEFL ITP Test (given as English diagnostic test) is scheduled on Tue, January 23.
3. Please submit a copy of your Research Plan by Mon, January 29 to the Office of the Department of Earth and Planetary Science.

Please refer to the department webpage below:

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

<Schedule>

Wed, January 10 23:59 : Deadline for title registration (Registration opens on Mon, December 11)

Thu, January 24 12:00: Deadline for master's thesis submission (PDF file)

Wed, January 30 to Thu, February 1: Master's thesis defense

Thu, March 1 15:00: Deadline for master's thesis submission (PDF file and final bound version)

<Method of electronic submission>

1. Registration of master's thesis title:

- A. Please log-in to Information Management 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.
- Those who wish to extend enrollment or withdraw from the program and do not intend to submit a thesis this time must also login to Joho-Shuyaku System and enter the necessary information.

- B. Please enter your master's thesis title, which must be 300 characters or less 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 just 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]

(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.)

-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.

<Note>

Registration through Joho-Shuyaku System serves solely for the master's thesis review. Students who wish to apply for the Doctoral Program must apply separately for the program. Please make sure to follow the required procedure at Graduate School Office of School of Science by Tue, January 10.

2. Submission of thesis for review:

- A. Please login 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 verify the uploaded file by downloading and checking it thoroughly.

*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 late January on the department webpage.

Please prepare 50 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 login 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.

*Please note that you are not allowed to change the title when submitting the final version.

<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, acknowledgements 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 point; For an English text, the font type must be Times, 12 point 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 an abstract in English. If the text is written in English, please prepare an abstract in Japanese.
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 name, thesis 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.

<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 Thursday, January 11 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 noon on Wednesday, January 24 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.