

Instruction for submitting Master's thesis in the academic year 2023

(For students in PCS and HIPS course expected to complete in March)

Please follow the instruction below and submit your Master's thesis as electronic files to Google Classroom

[To be submitted during the submission period]

Documents	File format	Filename
① Master's thesis	PDF	01.master's thesis_5XXXXXX.docx or 01.master's research_5XXXXXX.docx
② Thesis abstract	PDF	02.thesis abstract_5XXXXXX.docx
③ Application form for the Master's degree	Excel (from Gakumu info. system)	03.application form for MA_5XXXXXX.xlsx
④ Notification of Master's thesis 2023	Excel (from Gakumu info. system)	04.notification of Master's thesis _5XXXXXX.xlsx
⑤ Copy of an approval e-mail from your supervisor	PDF	05. approval e-mail_5XXXXXX.pdf

5XXXXXX =your student number

Notes:

① Master's thesis

It should be in one data file, including the title page, table of contents, diagrams, etc. Make sure to check the PDF file for any failures such as collapses, garbled characters, and missing words.

② Thesis abstract

The length should be about 500 words on A4 size paper.

③ Application form for Master's degree

Retrieve the form from Gakumu Information system and type in other necessary information. For details, please see the manual which will be uploaded later.

The degree that students of the PCS course can apply is "Master of Arts (International Studies)."

The degree that students of HIPS can apply is "Master of Arts (Humanities)."

④ Notification of Master's thesis

Retrieve the form from Gakumu Information system. For details, please see the manual which will be uploaded later.

⑤ Copy of the approval e-mail from your supervisor

If you changed your Master's thesis title after submitting the "Report of master's thesis title" in October, please get the approval of your supervisor regarding the change as well.

③,④ can be downloaded from the Gakumu Information system.

[How to submit]

Online through Google Classroom (For details, please see the manual which will be uploaded later.)

☆Those who are currently residing in a country/area where google is not available, contact the Educational Affairs Division Post-graduate section (kyoumu-daigakuin@tufs.ac.jp) by 15 December 2023 (Fri).

[Period for Submission]

Date and Time: between 09:00, 21 (Thu), December 2023 and 16:00, 5 (Fri), January 2024 (Japan time)

All data files ①~⑤ shall be submitted during the above period.

[Final Oral Examination]

Scheduled date: 5(Mon), or 6 (Tue), February 2024

The exam can be held on days other than the scheduled days mentioned above. We will inform you of the details after you submit your Master's thesis.

[Cautions]

- Strictly adhere to the period of submission. No thesis is accepted after the deadline. Once past the deadline, students are no longer able to submit it.
- Allow enough time for submission. Do not submit it at the last minute. (It is the students' responsibility in case you were not able to submit it due to computer environment or network troubles)
- Late submission due to computer failure, corruption, or loss of data will not be accepted. When preparing the documents on your PCs, make sure to make a backup to secure yourself.
- Submission must be made by the students themselves.

11, 2023

Graduate Students Section of the Educational Affairs Division