**Schedule regarding to Master’s thesis**

Students who are expected to complete the Master’s program in March 2015, please follow the below instructions.

* **Form of “ Request for Examination of Thesis” and the list of thesis**

Submission Date/ Time: December 2 (Tue) & December 3 (Wed), 2014. 9:00-17:00

•Use the prescribed form (Obtain at the GSGES Administration Office or download from the GSGES web site)

•Amendment for the list of thesis is not allowed after the submission. It should be confirmed with your supervisor before the submission.

•Send your name and the title of your master’s thesis to the GSGES Administration office via email (160tikyukankyoumu@mail2.adm.kyoto-u.ac.jp).

* **Master’s thesis and the abstract**

Deadline: January 22 (Thu), 2015. 17:00

•Master’s thesis must be written either in Japanese or English.

•The abstract must be prepared in both Japanese and English and be printed on an A4 size paper on both sides; Japanese on one side and English on the other side of paper. (use the prescribed format).

•Thesis should be filed by following order. 1. cover page 2.abstract 3.text

•Submit 5 Master’s thesis. (An additional instruction will be given when the number of Dissertation Examination Committee members is four).

• Master’s thesis should be put into a flat file. Write your name on all the files.

•Master’s thesis can be printed on both sides of an A4-size paper. (It should be printed on one side when the total number of pages is less than 30.)

•Write the title of Master’s thesis, submission date, name of the graduate school, the course name and your name on the cover (use the prescribed format).

•The guidelines for the thesis cover and the format of abstract can be obtained at the GSGES Office.

•No Master’s thesis that is not prepared the required number mentioned above will be accepted.

• Once you have submitted thesis, it cannot be replaced until the presentation is over.

* **Presentation of Master’s thesis**

Date: February 2 (Mon) and February 3 (Tue), 2015.

(Detailed schedule will be announced on Monday, January 26, 2015).

The complete edition of the thesis must have no holes for filing. Enclose it in a envelop with a cover page and the abstract, then submit to the GSGES office.

* **Submission of Master’s thesis and the abstract via email.**

Deadline: February 23 (Mon), 2015. 17:00

・Submit the complete edition of the Master’s thesis to the GSGES Administration Office and send the abstract in PDF file to 160tikyukankyoumu@mail2.adm.kyoto-u.ac.jp.

•Confirm the thesis and the abstract with your supervisor before the submission.

•Make two separate PDF file. One is in Japanese, address the name of the file as [your name (in alphabet) J.pdf]. Another one is in English, indicate [your name (in alphabet) E.pdf].