

Schedule of Master's thesis (Completion in AY 2018)

Those who are expected to complete GSGES Master's Program in March, 2019:

Please submit the necessary documents to the GSGES Administration Office according to the following instructions:

- ◆ **Forms of “Request for Examination of Thesis” and “List of Thesis”, Certificate of Tutorial for Research Integrity(the special lecture for Master's thesis preparation), Certificate of E-learning**
Submission Date/Time: November 26 (Mon) & 27 (Tue), 2018. 9:00-17:00

- Use the prescribed form (Download from the GSGES web site).

Form of “Certificate of Tutorial for Research Integrity” is only in Japanese.

(URL) <http://www2.ges.kyoto-u.ac.jp/en/for-students/guide-for-thesis/>

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

- The “**applicant's student ID number, Master's Thesis Title**” must be submitted by email to the GSGES Administration Office:

160syuron@mail2.adm.kyoto-u.ac.jp by the designated deadline mentioned above.

The email title (Subject line) should be written as follows:

Subject) Master's thesis title,applicant's name

Body) Student ID number,Title of your thesis (Ex.733029****,Analysis by ○○○)

Put a comma between ID number and the title.

*In the body of email, please write the applicant's student ID number, thesis title only in a line.

***Don't** put extra spaces, line breaks, your name, a name of lab, your signature and so on.

- **You must submit the certificate of E-learning: Research Integrity Training (AY 2018)**

URL: http://www.kyoto-u.ac.jp/en/research/ethic/research_guide/kensyu

* You have to take E-learning at least once during Master's program.

- ◆ **Master's thesis and the abstract**

Deadline: January 18 (Fri), 2019. by 17:00

- Master's thesis should be written either in Japanese or English.

- Completely match the thesis titles on the “Request for Examination of Thesis” as well as Master's theses and the abstract, also pay attention to capital and small letters.

- 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.

- Bind Master's thesis cover pages, the abstract and the body text in order.

- Submit five copies of Master's thesis. (An additional instruction will be given when there are four members of Dissertation Examination Committee).

- Place the original Master's thesis with the abstract in an envelope. Each copy of Master's thesis is recommended to be put into a flat file. Write your name on the envelope and each files.
- Master's thesis may be printed on both sides of an A4 size paper. (The thesis that total number of pages is less than 30 should be printed on one side.)
- Write the title of Master's thesis, submission date, name of the graduate school, the course and your name on the cover (use the prescribed format).
- The guideline for the thesis cover and abstract can be downloaded from the GSGES web site.
(URL) <http://www2.ges.kyoto-u.ac.jp/en/for-students/guide-for-thesis/>
- No Master's thesis that is not prepared the required number of copies on the above-mentioned date will be accepted.
- ※ No replacement will be permitted during January 19 - 31, 2019 (the peer review period).

◆ **Presentation of Master's thesis**

Date: January 30 (Wed) and 31 (Thu) ,2019

Presentation schedule will be announced on January 25(Fri.).

◆ **Submission of the final master's thesis and the abstract (PDF file and Print-out)**

Deadline: February 15(Fri), 2019 by 17:00

- Replacement of the thesis will be permitted during February 1- 15, by 17:00, only if the chief examiner indicates to replace. When submitting the replacement, place the original Master's thesis cover page, the abstract and body text in an envelope. (Do not cut a hole in the Master Thesis.) Submission date on the cover should be the same as the first submission.
- Submit PDF file of the abstract with a USB flash drive to the GSGES office. 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].
- Submit the print-out of thesis abstract to the GSGES office (Same as the submission guideline in January). Thesis abstract should be submitted separately from the abstract of final master's thesis. Moreover, it is unacceptable to change the title of abstract.