

Master's Thesis Guidelines

1. Eligibility

The following requirements must be met by August*¹/September*² 2018 (GSP, GPES) or March 2018 (GPES) for students who wish to submit the Master's thesis:

- Students must have completed the standard 2 years in the program.
- Students must have earned 30 credits or more toward their Master's degree.
- Students must have completed all program requirements for the degree.

*¹ For students enrolled in or after AY 2015

*² For students enrolled in or before AY 2014

2. Submitting the Title of Master's Thesis Form

2.1 Submission period

Program	Submission Period
Graduate Program on Environmental Sciences (GPES) (for graduation in March 2018)	November 30 (Thu) to December 7 (Thu), 2017
Graduate Program on Global Society (GSP) (for graduation in August/September 2018)	April 9 (Mon) to 11 (Wed), 2018
Graduate Program on Environmental Sciences (GPES) (for graduation in August/September 2018)	May 7 (Mon) to 9 (Wed), 2018

2.2 Submit to:

PEAK/GPEAK Section, Academic Affairs Division

2.3 Office hours

9:00 am to 4:50 pm (weekdays only)

2.4 Notes

- The form is available online at: http://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/master/index.html
Complete the Title of Master's Thesis Form and obtain an approval seal from your academic advisor prior to submission.
- The name shown on this form will appear on your diploma, which must be written officially in Japanese. Print your name clearly and legibly. For international students whose name is not written in kanji, your name transcribed in katakana will be used as a substitute. Please consult with the PEAK/GPEAK Section regarding the use of a former surname.

3. Submitting the Thesis and Abstract

3.1 Submission period

Program	Period for Thesis Submission
Graduate Program on Environmental Sciences (GPES) (for graduation in March 2018)	January 5 (Fri) to 11 (Thu), 2018
Graduate Program on Global Society (GSP) (for graduation in August/September 2018)	May 7 (Mon) to 10 (Thu), 2018
Graduate Program on Environmental Sciences (GPES) (for graduation in August/September 2018)	June 4 (Mon) to 8 (Fri), 2018

3.2 Submit to:

PEAK/GPEAK Section, Academic Affairs Division

3.3 Office hours

9:00 am to 4:50 pm (weekdays only)

Deadlines are strictly set. Extensions are NOT permitted.

Late or incomplete submissions will not be accepted except in special circumstances.

Note: "Special circumstances" here refers to situations such as unexpected accidents, natural disasters, and sudden occurrences of legally designated infectious diseases, which are normally unpredictable, and cannot be attributed to the student. Printer malfunctions, generally predictable delays in public transportation, or non-serious illnesses are NOT included. If you believe a "special circumstance" applies to your case, you are required to consult with your academic advisor and supply proof or documentation of the fact.

3.4 Documents to be submitted

Students should obtain prior approval from their academic advisor before submitting the thesis.

- (a) **Master's Thesis Submission Sheet:** 1 original form

The form is available online at http://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/master/index.html

Download, complete and print the sheet prior to submission.

- (b) **Thesis:** 3 copies

- (c) **Abstract:** 3 copies

NOTE: Be aware that your department may require that you submit documents in addition to the thesis and abstract. Please be sure to consult with your department in advance and follow any additional instructions that they may have.

4. Guidelines for Preparing Master's Thesis and Abstract

4.1 GPEAK students are required to follow the instructions below.

(a) Thesis

- The thesis must be typed on computer in either English or Japanese, generally printed on size A4 paper, and bound using thermal binding or tape binding to insure that the thesis is adhered to the spine.
- A sample title page appears on the following page. In accordance with the instructions, include the thesis title, department/program, your student ID number and your name on the title page.
- If the thesis consists of more than one volume, each volume must include the thesis title, department/program, student ID number and your name on the title page. The volume number and your name should also be shown at the bottom of each spine.

(b) Abstract

- The abstract must be written in the same manner as the thesis and printed on size A4 paper. It must not exceed ten pages in length. Figures and tables should be clearly readable. Follow all specific instructions given by your department or program, if any.
- A sample abstract page appears on the following page. In accordance with the instructions, include the thesis title, department/program, your student ID number and your name on the abstract page.

5. Others

- Please note that students with outstanding tuition payments cannot complete the program.
- The forms are available online at http://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/master/index.html
Please make sure to obtain the forms prior to the submission period for the Title of the Master's Thesis Form and allow yourself enough time to prepare the thesis.
- Spelling of your name: The name shown on the Title of Master's Thesis Form will appear on your diploma. The name on the Title of Master's Thesis must be typed by computer and must match your name as it appears on your passport or other official document. For international students whose names are not written in kanji, your name transcribed in katakana will be used as a substitute. Please consult with the PEAK/GPEAK Section office in advance if you intend to use a former surname or if you have special circumstances regarding the transcription of your name.
- Certificate of Degree: International students will also be presented with a Certificate of Degree in English. The name in English that appears on this certificate must match that on the Title of Dissertation Form. Students who wish to have the name on the certificate correspond with that shown on their passport or other official document should pay particular attention to the spelling of their name. The name as it appears on the certificate will be printed in upper case lettering.

Sample of Title Page

Master's Thesis

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May 2018

Department of Interdisciplinary Cultural Studies

Culture and Representation course

Graduate Program on Global Society

31-16oooo

oo ooo

- <- Thesis title
- <- Month and year of submission
- <- Department, course and program
- <- Student ID number
- <- Name (Write the name shown on the Title form)

Sample of Abstract Page

Abstract

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Department of Multidisciplinary Sciences

Graduate Program on Environmental Sciences

31-16oooo

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- <- Thesis title
- <- Department, course and program
- <- Student ID number
- <- Name (Write the name shown on the Title form)
- <- Start writing at the lower half of the page.