

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

November 20, 2024

This guide is for students who intend to graduate from the Master's Program in March 2025.

Please be advised that the schedule for the Master's thesis examination is as shown below. Please read the following instructions thoroughly and be careful not to miss any of the deadlines.

<Schedule>

December 2 (Mon)	9:00	Registration opens
January 6 (Mon)	12:00	Deadline for title registration.
January 14 (Tue)	12:00	Deadline for Master's thesis submission (PDF file) Deadline for Research Plan* submission (PDF file)※
January 15 (Wed)	12:00	Deadline for an abstract for the presentation (PDF file)
January 22(Wed)-24(Fri)		Master's thesis defense
February 28(Fri)	15:00	Deadline for Master's thesis submission (PDF file and bound thesis in the final version)

※ Those who wishing to enter the doctoral course are required to submit one copy of your research plan using the URL given below;

https://univtokyo-my.sharepoint.com/:f/g/personal/5516241990_utac_u-tokyo_ac_jp/ErNNRMMyOJEtLrtI0Gs7vwV4BGQuou2SwPxgduh1NuVpP9Q

Templates of research plan

WORD: <https://www.eps.s.u-tokyo.ac.jp/wp-content/uploads/2022/01/research-plan.docx>

PDF: <https://www.eps.s.u-tokyo.ac.jp/wp-content/uploads/2022/01/research-plan.pdf>

<Method of Electronic Submission>

1. Registration of Master's thesis title:

- A. Please log into the Information Aggregation System (Joho-Shuyaku System) and update your personal data. Fields marked with * are mandatory.

<https://secure.eps.s.u-tokyo.ac.jp/administration/>

- B. Please enter your Master's thesis title—this must be less than 300 characters in total. Entering the title at your earliest convenience is recommended since the deadline for appointment of your thesis review committee by your academic advisor is one 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.)

[Note 1] You cannot use any special characters, superscripts, or subscripts in your thesis title. If your thesis title contains such characters, use alternative characters that can be input with a normal keyboard (examples of appropriate ways to include ideas normally expressed using super- and/or subscripts include 'H₂O' and '14C')

[Note 2] If slashes (diagonal lines “/”) are used, they should be entered as a one byte character and there should be no spaces placed either before or after the slash.

[Note 3] Once the title has been 'confirmed' by your academic advisor, you cannot make changes to the title of your thesis on the Joho-Shuyaku System even if the deadline has not passed. If you need to make changes after the title has been 'confirmed', you should contact your academic advisor.

- The registered information will be sent to your academic advisor via email automatically.
- Your personal data in the Joho-Shuyaku System will only be used for

administrative procedures.

2. Submission of thesis for review:

- A. Please log into the Joho-Shuyaku System and proceed to the site for uploading the thesis.
- B. Please upload the PDF file. The file size must not exceed 100 MB. Any number of revisions can be uploaded prior to the deadline.
- C. Please make sure that the uploaded file has no format problems by downloading the file and checking it through.
- D. If there is no problem in the uploaded file, please click on 'Confirm'. Please be sure to click before the deadline, since the thesis submission is not complete until it has been confirmed.

[Note] Avoid using special characters in the uploading file name.

(Examples)

- Characters that cannot be used in a file name under Windows:
[/] [¥] [:] ["] [|] [?] [<] [>] [*]
- Characters that may cause a problem if contained in a file name:
['] [!] [~] [`] [;] [\$] [#] [&] [%]
[+] [^] [=] [,] [@] [¥ (back slash)] [(space)]

*Early upload of the file is highly recommended to avoid possible problems with completing submission in time. Please note the network is likely to be busy shortly before the deadline.

3. Master's thesis defense:

The program for the defense will be announced around January 15th on the department webpage.

You should upload the presentation abstract (1 to 2 sides of A4) by January 15th below;

https://univtokyo-my.sharepoint.com/:f/g/personal/5516241990_utac_u-tokyo_ac_jp/EscelXgxTcRptJ5-BLovHnMB0_cOINKKd1s_pHZndYgqmA

※ Please update your research achievements in the Joho-Shuyaku system by January 15th as well.

4. Submission of thesis final version: PDF file and bound thesis

Please log in to Joho-Shuyaku System and upload the file, following the same procedure used to upload the file for review.

Please also submit a final bound copy of the thesis to the office of the Department of Earth and Planetary Science (Room 811, Science Building 1) for storage in the Science Library.

<Composition and Format of the Thesis>

We have set guidelines for the format of Master's theses. Please follow the guidelines when writing your thesis. Following these rules for the composition and format of the thesis ensures all the necessary elements are included and also enhances its readability.

1. Paper: Use A4-size paper and write horizontally using a single column.
2. Composition: The thesis must be composed of a cover page, abstract, table of contents, text, acknowledgments and references. 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.
3. Fonts: For Japanese text, the font type must be MS-Mincho, 12 points; for English text, the font type must be Times, 12 points 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 this is not feasible, they can be placed on a different page and in general this should be the page immediately following the quoted parts. If the figures are too numerous for this to be feasible, some can be grouped 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 English abstract, as well as a Japanese one. If the text is written in English, a Japanese abstract may be added to the thesis.
7. Page numbering: Pages must be numbered by placing Arabic numerals in the lower central part of the main text.
8. References: Although the style of references is not specified, all necessary information such as author names, paper title, year of publication, name of the journal, volume, and page number must be included. The same format must be used throughout the thesis.

*Templates of master's theses are available both in Japanese and in English reflecting the above format guideline.

WORD: <https://www.eps.s.u-tokyo.ac.jp/wp-content/uploads/template2025.3.docx>

PDF: <https://www.eps.s.u-tokyo.ac.jp/wp-content/uploads/template2025.3.pdf>

<Screening Standards for the Thesis>

1. Standards for granting Master's degrees and of advancement to Doctoral Program

*Standards for granting Master's degrees:

Having correct understanding of the significance, objective, method and result of the research, ability to write theoretically and to give a lucid presentation.

*Standards for advancement to Doctoral Program:

Having adequate research plans and ideas. Possessing the necessary academic foundation to conduct the research necessary to complete a doctoral degree within the time frame of the doctoral course.

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 as reviewers of the written thesis by the deadline in the Joho-Shuyaku System according to the automatically sent email after each student has registered the information concerning the Master's thesis.

(2) Each student must upload the Master's thesis as a PDF file by the deadline in Joho-Shuyaku System. (Please refer to <Schedule>.)

(3) Each member of the thesis review committee will evaluate the thesis on a scale of 1 to 5 (3 as moderate) for the individual assessment fields, 1 to 3 for the overall evaluation for granting Master's degrees and yes/no for the overall evaluation for advancement to the Doctoral Program.

A. Individual assessment fields:

- (a) Motivation: 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 principles
- (c) Result: Whether the quality and volume of the research results and their

presentation (text, formula, figures and tables) are adequate

- (d) Discussion: Whether the understanding of the acquired result is theoretically well-grounded and clear
- (e) Referencing: Whether the evaluation and quotation of the preceding studies are adequate
- (f) Achievement: Whether the scientific achievement level of the acquired results is high
- (g) Future Development: Whether the candidate shows 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, followed by 10 minutes for Questions and Answers.

Presentations will be stopped if they exceed 20 minutes.

- (2) All the faculty members attending the defense will evaluate the presentation on a scale of 1 to 5 (with 3 average and 5 the highest score) for the individual assessment fields, 1 to 3 for the overall evaluation for granting a Master's degree and yes/no for the overall evaluation for advancement to Doctoral Program.

A. Individual assessment fields:

- (a) Motivation: Whether the motive and significance of selecting the research theme are clear
- (b) Method: Whether the research method is adequate and the candidate has sufficient understanding of its principles
- (c) Result: Whether the quality and volume of the research results and their presentation (text, formula, figures and tables) are adequate
- (d) Discussion: Whether the understanding of the acquired result is theoretically well-grounded and clear
- (e) Questions and Answers: Whether the candidate answers the questions clearly
- (f) Achievement: Whether the scientific achievement level of the acquired results is high
- (g) Future Development: Whether the candidate 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) The decision on whether or not to grant a Master's degree and concerning advancement to the Doctoral program are based on the individual assessment fields (a) to (e)— fields (f) and (g) are for reference only, the overall evaluation of the documentary review and the Master's thesis defense.
- (2) The grade awarded to a Master's thesis is based on evaluation of the individual assessment fields (a) to (e).