

## **Guide for Master's thesis: Schedule, method of electronic submission, composition and format, and screening standards of the thesis**

This guide is for students who intend to graduate from the Master's Program in March 2022.

The schedule for the final examination of the Master's thesis is given below. Read the instructions thoroughly and be careful not to miss any of the deadlines.

### <Schedule>

**December 2 (Thu) 09:00: Open for registration**

**January 5 (Wed) 23:59: Deadline for title registration.**

**January 14 (Fri) 12:00: Deadline for Master's thesis submission (PDF file)**

**January 26 (Wed)–28 (Fri): Master's thesis defense**

**March 1 (Tue) 15:00: Deadline for Master's thesis submission (Final version should be submitted both as a PDF file and a bound thesis)**

\* For those wishing to enter the doctoral course

1. The test of English proficiency (TOEFL-ITP) will be held on Tuesday, Tuesday 15.
3. You should submit one copy of your research plan to the department office by 17:00 on Friday, January 21.

\* Further details concerning the entrance examination are given on the EPS HP (<https://www.eps.s.u-tokyo.ac.jp/graduateadmission/>).

### <Method of Electronic Submission>

1. Registration of Master's thesis title:

1. Log into the department 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/>

-You should update information on any publications and conference presentations.

2. Enter your Master's thesis title. This must be a total of 300 characters or less.

Entering it at your earliest convenience is recommended since the deadline for appointment of your thesis review committee by your academic advisor is the 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]

(No space before and after '/')

(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]

(No space before and after '/')

(Japanese translation must be entered in brackets.)

-The registered information will be automatically forwarded to your academic advisor via email.

-Your personal data in the Joho-Shuyaku System will only be used for administrative procedures.

3. Submission of thesis for review:

1. Log into the Joho-Shuyaku System and proceed to the webpage for uploading the thesis.
2. Please upload the PDF file. The file size must not exceed 100 MB. Revised versions of your thesis can be uploaded any number of times until the deadline.
3. You should verify the uploaded file has been correctly transferred by downloading and checking it through.
4. Having verified there is no problem with the uploaded file, you must click on 'Confirm' to complete the procedure. Be sure to do this before the deadline, since the thesis submission is not completed until this confirmation is complete.

\*The network is likely to be busy shortly before the deadline, and you are strongly advised to upload and submit your file early to ensure prompt completion of the submission procedure.

5. Master's thesis defense:

The program of the defense will be announced around January 21 on the department webpage.

You should upload the presentation abstract (1 to 2 sides of A4) by January 20 using the URL given below.

○[Atmospheric and Oceanic Science Group](#)

○[Space and Planetary Science Group](#)

○[Earth and Planetary System Science Group](#)

○[Solid Earth Science Group](#)

○[Geosphere and Biosphere Science Group](#)

※ Please update your research achievements in the Joho-Shuyaku system by Thursday, January 20 as well.

6. Submission of final version of the thesis as both a PDF file and a bound thesis  
Log into the Joho-Shuyaku System and upload the file, following the same procedure as when you uploaded the file for review.  
You should also submit a bound copy of the final thesis to the Departmental Offices (Room 811, Science Building 1) for archiving in the department library.

### <Composition and Format of the Thesis>

We have set guidelines for the format of Master's theses. You should follow these guidelines when preparing your thesis—maintaining a uniform style in composition and format as given by the guidelines ensures all necessary elements of the Master's thesis are included and enhances the readability of the thesis.

1. Paper: Use A4-size paper, write horizontally and do not use multiple columns.
2. Composition: All theses should consist 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 conclusions arranged in separate chapters in an appropriate

order.

3. Fonts: For Japanese text, the font type should be MS-Mincho, 12 points. For English text, the font type must be Times, 12 points. Closely similar fonts may also be used.
4. Line spacing and margins: Use single spacing. The margins must not be narrower than 3 cm on all sides including 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 separate page immediately following the quoted parts. If the figures are extremely numerous, they can be collated at the end of a chapter. 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, an English abstract should be provided in addition to the Japanese one. If the text is written in English, a Japanese abstract may also be included in the thesis.
7. Page numbering: Pages must be numbered sequentially with the numbers placed in the lower central part of the main text.
8. References: Although the style of references is not specified, necessary information such as author names, paper title, year of publication, name of the journal, volume, and page number must be included. The format must be unified throughout the thesis.

\*Templates of Master's theses reflecting the above format guidelines are available both in Japanese and in English at the following URL.

<http://www.eps.s.u-tokyo.ac.jp/template%EF%BC%882020.3%EF%BC%89.pdf>

### <Screening Standards of the Thesis>

1. Standards of granting Master's degree and of advancement to the Doctoral Program
  - \*Standards of granting a Master's degree:  
Having correct understanding of the significance, objective, methods and results of the research, ability to write logically and to give a lucid presentation.
  - \*Standards of advancement to Doctoral Program:  
Having adequate research plans and ideas. Possessing sufficient academic skills to be able to obtain a doctoral degree within the specified number of academic years.
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 to review the written thesis. The reviews must be registered in the Joho-Shuyaku System by the deadline. The procedure is given in the email sent automatically after each student has registered the information concerning their Master's thesis.

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

(3) Each member of the review committee must evaluate the thesis on a scale of 1 to 5 (5 is the highest score) for the 'Individual Fields' (see below), 1 to 3 for the overall evaluation for granting Master's degree and yes/no for the overall evaluation for advancement to Doctoral Program.

1. A. Individual Fields:

1. Assignment: Whether the motivation and significance of selecting the research theme are clear
2. Method: Whether the research method is appropriate and the candidate has sufficient understanding of the underlying principles
3. Result: Whether the quality and quantity of the research results and their presentation (text, formula, figures and tables) are adequate
4. Discussion: Whether the analysis of the acquired results is logical and clear
5. Reference: Whether the evaluation and referencing of previous studies are adequate
6. Achievement: Whether the acquired results represent a high level of scientific achievement
7. Future Prospects: Whether the candidate shows originality and future potential as a researcher

B. Overall Evaluation:

8. Granting Master's degree
9. Advancement to Doctoral Program

\* Master's thesis defense:

(1) Time allocation for oral presentation is 20 minutes, with 10 minutes for questions and answers (Q&A time).

Presentation will be stopped if it exceeds 20 minutes.

- (2) All the faculty members attending the defense must evaluate on a scale of 1 to 5 (5 is the highest score) for the 'Individual Fields', 1 to 3 for the overall evaluation for granting Master's degree and yes/no for the overall evaluation for advancement to Doctoral Program.

#### Individual Fields

- (a) Research Topic: Whether the motivation for and significance of selecting the research topic are clear
- (b) Method: Whether the research method is appropriate and the candidate has sufficient understanding of the underlying principles
- (c) Result: Whether the quality and quantity of the research results and their presentation (text, formulae, figures and tables) are adequate
- (d) Discussion: Whether the analysis of the acquired results is logical and clear
- (e) Oral defense: Whether the candidate responds suitably to the questions posed
- (f) Achievement: Whether the acquired results represent a high level of scientific achievement
- (g) Future Prospects: Whether the candidate shows originality and future potential as a researcher

#### B. Overall Evaluation

- 1. Granting of Master's degree
- 2. Advancement to Doctoral Program

Final decisions on whether or not to award a degree and grades:

- (3) Decisions for granting a Master's degree and advancement to the doctoral program are based on (i) Overall Evaluations of the submitted documents and the Master's thesis defense, and (ii) evaluations of the Individual Fields 'a' to 'e' (the evaluations of 'f' and 'g' are just for reference).
- (4) Grading of the Master's thesis is based on the evaluations of the Individual Fields 'a' to 'e'.