

## Master's Thesis Submission Process [For Students].

Manual for procedures on the information aggregation system and submission of final simplified bound copies

To submit your master's thesis, please follow these steps

1. registration of master's thesis title
2. upload Master's thesis for review
3. upload the final version of the master's thesis
4. submit the bound copy of your completed thesis

**\* Master's theses will be reviewed on the basis of the review papers submitted by the deadline through the information gathering system. In order to ensure a fair review, review papers cannot be given directly to the reviewers.**

All procedures are performed on the "Information aggregation System (<https://secure.eps.s.u-tokyo.ac.jp/administration/>)" (Department HP > Information for Department Members > Department Information aggregation System).

Please confirm in advance that you can log in to the information aggregation system.

If you are unable to log in because you have forgotten your account name or password, please use the "パスワード再設定" mean to Reset Password" option on the login screen to reset your password.

<[Access to master's thesis related pages \(論文 INDEX ページ mean to thesis INDEX page\)](#)>

- (i) Log in to the information aggregation system and click "修士論文 mean to Master's Thesis" in the "●修士論文提出者用メニュー mean to Menu for Master's Thesis Submitter" column to go to the page related to master's thesis review (論文 INDEX ページ mean to Thesis INDEX page).
- (ii) The Thesis INDEX page displays the sequence of work involved in submitting a master's thesis in a tabular format (see Appendix Figure 1). Please follow this flow from top to bottom, paying attention to the deadlines as you proceed with your master's thesis submission.

## 1. registration of master's thesis title

- (i) When registering your master's thesis title, please click "学生情報を確認する→ mean to Confirm Student Information→ " on the thesis INDEX page to confirm your student information. Fill in all the required fields and register the information about your research achievements. Finally, click the "更新 mean to Update" button to update the latest information.
- (ii) Click on "目次 mean to Table of Contents" in the upper left corner to return to the main page. Click on "修士論文 mean to Master's Thesis" in the "●修士論文提出者用メニュー mean to ● Menu for Master's Thesis Submitters" section again to go to the Thesis INDEX page.

Click on "▽論文タイトル入力 mean to ▽Enter Paper Title" to proceed to the paper title entry page (see Appendix Figure 2). Enter the title of the paper in the "論文タイトル mean to Paper Title" field (character limit: 300 characters or less), and click the "送信 mean to Submit" button to register the paper. Please note that both Japanese and English titles must be submitted regardless of the language in which the main text is written.

-If you are writing in Japanese

- Fill in the order of Japanese/[English]
- English titles should be enclosed in [square brackets] and written in half-width alphanumeric characters.

-When writing in English...

- Fill in the order of English/[Japanese]
- English titles should be written in half-width alphanumeric characters, and Japanese titles should be enclosed in [square 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 Information aggregation 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.

## **2.Upload Master's thesis for review**

(i) To upload your master's thesis for review, click on "▽修士論文提出 mean to ▽ Master's Thesis Submission" on the Thesis INDEX page.

(ii) The page for uploading your thesis file will appear (see Appendix Figure 3). Click on "ファイルを選択 mean to Choose File" and select your master's thesis pdf file. Click the "送信 mean to Submit" button to begin uploading.

[Note 1]: Upload only one pdf file that contains the entire paper. Please note that you cannot upload a split pdf file.

[Note 2]: Uploaded files must be less than 100 MB in size; files exceeding 100 MB cannot be uploaded. If you must upload a file larger than 100 MB, please contact [m-thesis2@eps.s.u-tokyo.ac.jp](mailto:m-thesis2@eps.s.u-tokyo.ac.jp) in advance.

[Note 3]: Avoid the use of special symbols in file names to be uploaded.

Example.)

■ Filenames that cannot be used as file names in Windows

[/] [¥] [:] ["] [|] [?] [<] [>] [\*]

■ Other items that may cause problems.

[! ] [~] [^] [ ] [;] [\$] [#] [&] [%]

[+] [^] [=] [,] [ @ ] [ \backslash ] [ ] (space)

(iii) When the upload is complete, a screen will appear asking if the upload was successful or if any problems occurred (see Appendix Figure 4). If the upload is completed without any problems, click "○はい (送信) mean to ○ Yes (Submit). If the uploading process failed for some reason, enter the error message and other information as much as you can understand, and click "×いいえ mean to × No.". The screen will appear to allow you to upload again.

(iv) To verify that the file was uploaded successfully, click on "▽アップロード状況を確認する mean to ▽ Check Upload Status" on the paper INDEX page. The upload history will be displayed (see Appendix Figure 5). In addition, the "送信された最新の提出論文 mean to Most recent papers submitted" column will show

the most recent paper pdf files that the server side has received at that time that did not cause any problems.

- (v) You may upload your review paper pdf file as many times as you like until the deadline. However, files will be overwritten, so only the latest file will remain on the server. (Even if you name the file differently, it will be overwritten.)
- (vi) Be sure to download and check the uploaded papers for review for any problems (click on "ダウンロード" mean to Download").

### **3. upload the final version of the master's thesis**

- (i) To upload the final version of your master's thesis, click on "▽最終論文提出" mean to ▽ Final Thesis Submission" on the Thesis INDEX page.
- (ii) The Upload Status page for the final paper will appear (see Appendix Figure 6). Click "こちらから" mean to Click here" in it to display a screen for selecting files to be uploaded.
- (iii) Select the pdf file of the final paper and click the "送信" mean to Submit" button to begin uploading the file.
- (iv) To confirm the transfer of the final paper file, again click on "▽最終論文提出" mean to ▽ Final Paper Submission" on the Paper INDEX page to view the status of the upload.

### **4. Submission of bound final thesis**

Please submit your bound final thesis to the department office. It will be stored in the library.

The date on the cover should be the deadline for the final version of the thesis.

●Contact information for Master's thesis submissions:

- If you have any questions about deadlines for submission, filling out the form, or any other teaching-related questions, please contact us,

[m-thesis@eps.s.u-tokyo.ac.jp](mailto:m-thesis@eps.s.u-tokyo.ac.jp)

- For technical questions within the information aggregation system,

[m-thesis2@eps.s.u-tokyo.ac.jp](mailto:m-thesis2@eps.s.u-tokyo.ac.jp)

## Appendix: List of Example Operation Screens

(Due to system changes, the screen may differ from the actual screen displayed.)

Figure 1: Paper INDEX screen

2008 年度 修士論文審査		<a href="#">論文INDEXへ戻る</a>
学生	修士論文提出の流れ	
開始	修士論文 開始日 (2008-12-22 00:00:00)	
↓	重要:まず初めに学生情報が正しくシステムに登録されているか確認してください。 学生情報を確認する →	
↓	▽ 論文タイトル入力 指導教員が論文タイトルを確認すると、その後の変更はできなくなります。 変更したい場合は指導教員もしくは教務に直接連絡してください。	
	修士論文 テーマ登録締め切り (2009-01-09 23:59:59)	
↓	▽ 修士論文提出 (進路予定予定入力) MD5については、 <a href="#">こちら</a>	
↓	▽ アップロード状況確認する (再アップロードできません) 提出期間までは何度でも提出可能です。利用されている環境で正しくアップロードができるか事前に試してください。	
	修士論文 提出締め切り (2009-01-26 12:00:00)	
↓	▽ 最終論文提出	
終了	最終論文提出締め切り (2009-02-26 15:00:00)	

Figure 2: Paper title entry screen

### 2008 年度 修士論文審査 [論文INDEXへ戻る](#)

学籍番号、名前、指導教員名に間違いが無いか確認してから、タイトルを入力してください。

ID	266
ユーザID	2674
学籍	0
名前	テスト用
ふり	テスト用
指導教員	EPS論文テストユーザ
論文タイトル	<input type="text" value="test論文タイトル"/>
<input type="button" value="送信"/>	

Figure 3: Paper Upload Screen

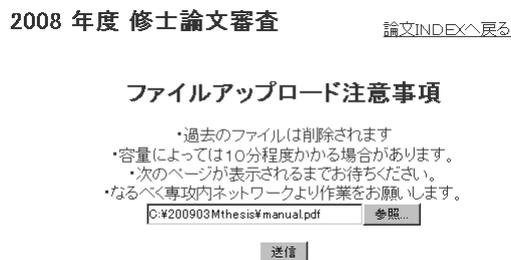


Figure 4: Upload Completion Screen

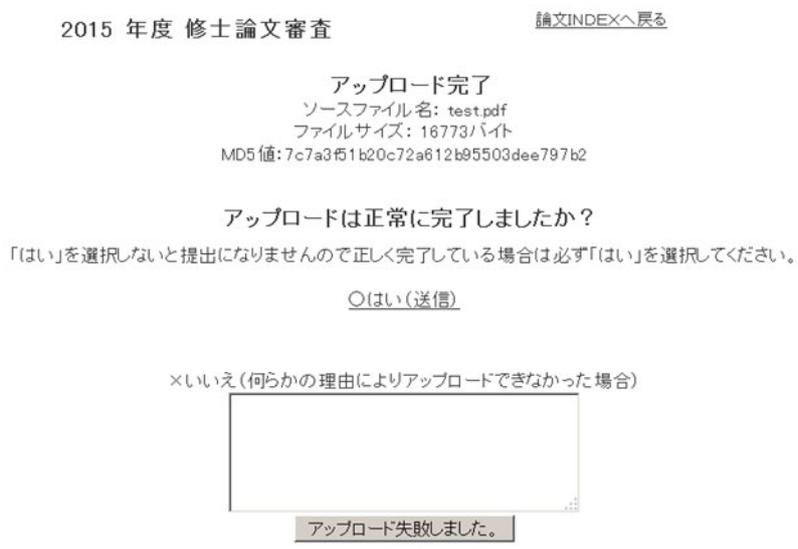


Figure 5: Upload Status Confirmation Screen



Figure 6: Final paper upload screen

2009 年度 修士論文審査

[論文INDEXへ戻る](#)

審査論文提出期限までは最終論文をアップロードできません。

最終論文提出

アップロード

[こちらから](#) (提出期限が過ぎると再アップロードできなくなります)

確定された最終論文

登録日	ソースファイル名	確定日 (空白は失敗)	MD5	ファイルサイズ(バイト)	ダウンロードする	
439	2009-12-16 11:42:26	3060_2.pdf	2009-12-16 11:42:35	d8595e008ed917ccbd94c52c0ea577b4	7802854	<a href="#">ダウンロード</a>

	登録日	ソースファイル名	確定日 (空白は失敗)	MD5	ファイルサイズ(バイト)	削除日(空白は未削除)	アップロード	失敗コメント
439	2009-12-16 11:42:26	3060_2.pdf	2009-12-16 11:42:35	d8595e008ed917ccbd94c52c0ea577b4	7802854		133.11.229.92	
437	2009-12-16 00:28:12	AnnualReport2008.pdf	2009-12-16 00:28:22	e60f2fbfaaa672bae811b5699aeb53d8	2235702	2009-12-16 11:42:35	210.188.245.226	