

To: All M2 students who expect to complete the degree program in September 2017
From: Dean, Graduate School of International Cultural Studies

Procedure for Submitting the “Master’s Thesis Title Registration” Form and Master’s Thesis

The M2 students who expect to complete the degree program in September 2017 must submit the “Master’s Thesis Title Registration” Form (修士論文題目届) to the Academic Affairs Office and follow the other required procedures.

The Form should be downloaded from the GSICS English website.

<http://www.intcul.tohoku.ac.jp/english/information/procedure-for-graduation.html>

1. How to submit “Master’s Thesis Title Registration” Form

- ① Submit your abstract in the form of a Excel File via e-mail to the Academic Affairs Office.
(int-kkdk@grp.tohoku.ac.jp)
- ② Print the abstract out and hand it in after you get your supervisor’s stamp on it. Besides, the title of printed form and the excel file you have sent shall be the same one.

2. “Master’s Thesis Title Registration” Form Deadline

Deadline: 17:15 (sharp) May 31 (Wed), 2017

The place for submission: The Academic Affairs Office

3. Master’s Thesis Submission Deadline

Deadline: 17:15 (sharp) June 30 (Fri), 2017

The place for submission: The Academic Affairs Office

4. Final Examination

Date: July

5. Presentation of the Master’s Thesis

Date: July 25 (Tue) and 26 (Wed), 2017

Resume Deadline: 17:15 (sharp) July 10 (Mon), 2017

Submit your resume in the form of a Word File via e-mail.

* For details, refer to the student handbook. Presentation order will be announced on the GSICS English website after July 6.

6. Notes

Keep a copy of the “Master’s Thesis Title Registration” Form for your future reference.