

October 15, 2019

<< Important >>

To: M2 students expected to complete the degree program in March 2020

From: Dean, Graduate School of International Cultural Studies

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

M2 students expected to complete the degree program in March 2020 must submit the “Master’s Thesis Title Form” (*shūshi ronbun daimoku todoke* 修士論文題目届) and the Master’s Thesis to the Academic Affairs Office, following the procedures below.

The Form can 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 Form”

- ① Submit your title form as an e-mail attachment in Excel File to the Academic Affairs Office.  
([int-kkdk@grp.tohoku.ac.jp](mailto:int-kkdk@grp.tohoku.ac.jp))
- ② Print your title form out and get your supervisor’s stamp on it. Submit the printed form to the Academic Affairs Office as well. Besides, the title of printed form and the title of the excel file you have sent must be the same one.
- ※ If the title is in English, please follow "Notation format of the research title and the thesis title".
- ※ When writing your name in English, please follow "How to write your name on the document in English".

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

**Submission Deadline: November 29 (Fri), 2019, by 17:15.**

Place of submission: Academic Affairs Office

### 3. Master’s Thesis Deadline

**Submission Deadline: January 7 (Tue), 2020, by 17:15.**

Place of submission: Academic Affairs Office

### 4. Final Examination

**Date: January 21 (Tue) and 22 (Wed), 2020**

### 5. Public Presentation

**Date: January 23(Thu) and January 24 (Fri), 2020**

Deadline for Presentation Material (*rejume* レジユメ): January 14 (Tue), 2020, by 17:15.

Submit your material as an e-mail attachment in MS-Word format to the Academic

Affairs Office. For style, please refer to the student handbook (*gakusei binran* 学生便覧).

## 6. Notes

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

The above deadlines (date and time) must be strictly observed.

No materials will be accepted after the times and dates indicated.