

November 13, 2019

<< Important >>

To: M1 and D1 students enrolled in October 2019

From: Dean, Graduate School of International Cultural Studies

Procedure for Submitting the “Research Title Form”

M1 and D1 students enrolled in October 2019 must submit the “Research Title Form” (*kenkyū daimoku todoke* 研究題目届) and Presentation Material (*rejume* レジюме) 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/presentation.html>

1. How to submit “Research 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)
- 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. “Research Title Form” Deadline

Submission Deadline: December 13(Fri), 2019, by 17:15.

3. Presentation Material Deadline

Submission Deadline: 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). Presentation order will be announced on the GSICS English website after January 9 (Thu).

4. Notes

Keep a copy of the “Research Title Form” for your reference.

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

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