

<< Important >>

To: M2 students expected to complete the degree program in March 2021

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 2021 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). (※No stamp is required when sending data)  
Before submitting your master's thesis, be sure to confirm the content by e-mail with your academic advisor.
- ② 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 30 (Mon), 2020, by 17:15.

Place of submission: Academic Affairs Office

### 3. Master’s Thesis Deadline

Submission Deadline: January 5 (Tue), 2021, by 17:15.

Place of submission: Academic Affairs Office

### 4. Final Examination

Date: January 19 (Tue) and 20 (Wed), 2021

### 5. Public Presentation

Date: January 21 (Thu) and January 22 (Fri), 2021

Deadline for Presentation Material (*rejiume* レジюме): January 12 (Tue), 2021, 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 12 (Tue).

## 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.