

November 27, 2020

To: M1 and D1 students enrolled in October 2020

From: Dean, Graduate School of International Cultural Studies

Procedure for Submitting the “Research Title Form”

M1 and D1 students enrolled in October 2020 must submit your “Research Title Form” (*kenkyū daimoku todoke* 研究題目届) and presentation material (*resume* レジюме) to the Academic Affairs Office, as per the following procedures.

The form can be downloaded from the GSICS English website below.

<http://www.intcul.tohoku.ac.jp/student/fin-info/>

1. How to submit the “Research Title Form”

Enter your research title in the Excel format and send it to the Academic Affairs Office (int-kkdk@grp.tohoku.ac.jp) by the deadline. No personal seal is required when you submit it.

- ※ Please be sure to consult with the faculty about your research topic by e-mail, etc. before you decide on your research title.
- ※ If the title is in English, please follow "Notation format of the research title and the thesis title".
- ※ If you write your name in English, please follow "How to write your name on the document in English".

2. “Research Title Form” Deadline

Submission Deadline: December 11 (Fri.), 2020, by 17:15 ※Strictly observed

3. Presentation Material Deadline

Submission Deadline: January 12(Tue.), 2021, by 17:15 ※Strictly observed

Submit your material as an e-mail attachment in MS-Word, 2 pages (A4 size paper) to the Academic Affairs Office. Please refer to the student handbook (*gakusei binran* 学生便覧 Page.155 or Page. 169 for those who entered in the graduate school in FY2019) for the style of the presentation material.

The presentation order will be announced on the GSICS English website after January 7(Thu.).

4. Important Notes

Please prepare your presentation material for the presentation of research title on January 21 (Thu.) or January 22 (Fri.) with the same title you registered it with.

- ※ In the past, some students have entered an incorrect research title with their presentation materials. However, it is the rule that no materials will be accepted after the times and dates indicated above.