

November 26, 2020

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

From: Dean, Graduate School of International Cultural Studies

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

M2 students expected to complete the degree program in September 2021 must submit your “Master’s Thesis Provisional Title Registration Form” (*shūshi ronbun kari daimoku todoke* 修士論文仮題目届) 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 website below.

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

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

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

- ※ Please be sure to consult with your academic advisor about your research topic by e-mail, etc. before you decide on your provisional 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. “Master’s Thesis Provisional Title Registration 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 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 Master’s thesis plan presentation 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 provisional title with their presentation materials. However, it is the rule that no materials will be accepted after the times and dates indicated above.