

To: D2 students enrolled in October 2019

From: Dean, Graduate School of International Cultural Studies

## Procedure for Submitting the “Doctoral Dissertation Interim Presentation Title Form”

D2 students enrolled in October 2019 must submit the “Doctoral Dissertation Interim Presentation Title Form” (*hakushi ronbun chūkan happyoukai daimoku todoke* 博士論文中間発表会題目届) 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 “Doctoral Dissertation Interim Presentation Title” Form

Enter your interim presentation 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 by e-mail, etc. before you decide on your interim presentation 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. “Doctoral Dissertation Interim Presentation 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, 4pages (A4 size paper) to the Academic Affairs Office. Please refer to the student handbook (*gakusei binran* 学生便覧 Page.168 for those who entered in the graduate school in October, 2019) 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 Doctoral dissertation interim 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 interim presentation title with their presentation materials. However, it is the rule that no materials will be accepted after the times and dates indicated above.