

May 17, 2021

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 Title Form” and the Master’s Thesis

M2 students expected to complete the degree program in September 2021 must submit the “Master’s Thesis Title Registration” Form (*shūshi ronbun daimoku todoke* 修士論文題目届) and the Master’s Thesis to the Academic Affairs Office, as per the following procedures.

The form can be downloaded from the GSICS website.

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

1. How to submit “Master’s Thesis Title Form”

Enter your Master’s thesis 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.

Submission Deadline: May 31 (Mon.), 2021, by 17:15 *Strictly observed

- Please be sure to consult with your supervisor about your Master’s thesis title by e-mail, etc. before you decide on it.

- 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 Deadline

Submission Deadline: June 30 (Wed.), 2021, by 17:15 *Strictly observed

Place of submission: Academic Affairs Office

3. Final Examination

Period: Early July to late July

Please contact your academic advisor for the details.

4. Public Presentation

Date: July 28 (Wed.) and July 29 (Thu.), 2021

Deadline for Presentation Material (*rejume* レジユメ): **July 7 (Wed.), 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 website after July 14 (Wed.).

- If you are unable to attend the public presentation either day above, please contact the Academic Affairs Office by July 7(Wed.).

5. Notes

- You must prepare the Master's thesis with the same title you registered it with.
(Keep a copy of the "Master's Thesis Title Registration" Form for your reference.)
- The above deadlines (day and time) must be strictly observed.